



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

General Secretariat (HQ): P.O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

11<sup>th</sup> January 2019

**AACC Member Churches  
National Christian Councils  
Theological Institutions**

Dear Brothers and Sisters in Christ,

## VACANCY ANNOUNCEMENTS

Receive New Year greetings from the Secretariat, All Africa Conference of Churches.

It is my sincere hope that the grace of God is and has been sufficient throughout the Christmas holiday and beyond.

In reference to the New Strategic Plan endorsed by the AACC General Committee, at its meeting on 24<sup>th</sup> October, 2018, in Nairobi – Kenya; Management was given the mandate to employ staff who have the necessary skills to implement the Strategy.

It is on this basis that we advertise the following positions:

- 1) “DIRECTOR, PEACE, DIAKONIA AND DEVELOPMENT”.
- 2) “EXECUTIVE SECRETARY, THEOLOGY”.
- 3) “EXECUTIVE SECRETARY, PEACE AND DIAKONIA”.
- 4) “EXECUTIVE SECRETARY, YOUTH”.

We kindly request you to share the information with your respective networks.

We look forward to receiving through your good offices the names, qualifications and recommendations of such candidates for this post.

Your cooperation and earliest response on this matter will be greatly appreciated.

Yours faithfully,

**REV. DR. FIDON MWOMBEKI**  
**GENERAL SECRETARY**

---

AACC is a fellowship of 155 member Churches and 25 Christian Councils in 42 African countries.

La CETA est une communauté de 155 églises et 25 conseils chrétiens dans 42 pays d'Afrique.

**PRESIDENT:** Rt. Rev. Arnold C. Temple • **GENERAL SECRETARY:** Rev. Dr. Fidon Mwombeki

### **SUB-OFFICES**

**African Union Liaison Office:** Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

**Bureau Régional:** 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24

Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

General Secretariat (HQ): P.O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT**

**Background:** The AACC is a fellowship of 155 Member Churches, 25 Christian Councils and 13 Theological Institutions in 42 African countries. The organization has its Secretariat in Nairobi, Kenya and a network of Offices in Lome, Togo and Addis Ababa, Ethiopia.

### **POSITION: DIRECTOR, PEACE, DIAKONIA AND DEVELOPMENT** **REPORTING TO: GENERAL SECRETARY**

#### **A. RESPONSIBILITIES:**

1. Organize Peace, Diakonia and Development activities and use available competences in AACC and in the continent as a whole.
2. Ensure efficient co-ordination of the administrative machineries of programmes and activities.
3. Be in charge of staff of the Department and activities coordination in close consultation with the General Secretary.
4. Work closely with appropriate Departments/Units in order to ensure that the programmes function and are well-resourced.
5. Write proposals and raise funds for programmes in consultation with appropriate Departments/Units.
6. Prepare budgets of activities in close collaboration with the Finance and Administration Office.
7. Supervise the effective management of programmes in accordance with AACC vision, mission and values.
8. Manage the overall programme development, planning, implementation, monitoring and reporting in cooperation with responsible departments.
9. Design, develop and coordinate capacity building strategies, which ensure that the member churches and the organization's management are able to significantly link policy decision making at both national and international levels.

---

AACC is a fellowship of 155 member Churches and 25 Christian Councils in 42 African countries.

La CETA est une communauté de 155 églises et 25 conseils chrétiens dans 42 pays d'Afrique.

**PRESIDENT:** Rt. Rev. Arnold C. Temple • **GENERAL SECRETARY:** Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

**African Union Liaison Office:** Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

**Bureau Régional:** 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24

Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)

10. Ensure that knowledge gained from AACC programmes is documented and shared with its stakeholders.
11. Perform any other duties that may be assigned from time to time.

**B. REQUIREMENTS:**

- 1) Active participation as a member in good standing of AACC member church.
- 2) A minimum of Masters Degree in Development Studies or its equivalent.
- 3) A minimum of four (5) years of related work experience in the areas of Peace, Diakonia and Development.
- 4) Must demonstrate ability to work independently and with minimum supervision.
- 5) Should demonstrate professional expertise in the relevant work area.
- 6) Must have the ability to communicate for both written and oral communication.
- 7) Must be able to work under pressure.
- 8) Knowledge of French is an added advantage.
- 9) Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

**C. APPLICATION:**

- 1) Applications should be accompanied by:
  - i. A Cover Letter.
  - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
  - iii. Certified copies of both academic and professional qualifications.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P.O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA  
Or email to: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org)**

**D. SUBMISSION:**

**The deadline for submission is 15<sup>th</sup> February 2019.**

Only short-listed applicants meeting the above requirements will be contacted.



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

General Secretariat (HQ): P.O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT**

**Background:** The AACC is a fellowship of 155 Member Churches, 25 Christian Councils and 13 Theological Institutions in 42 African countries. The organization has its Secretariat in Nairobi, Kenya and a network of Offices in Lomé, Togo and Addis Ababa, Ethiopia.

### **POSITION: EXECUTIVE SECRETARY, THEOLOGY** **REPORTING TO: DIRECTOR, THEOLOGY, INTERFAITH RELATIONS AND ECCLESIAL LEADERSHIP**

#### **A. RESPONSIBILITIES:**

1. Interpret the AACC's vision and mission theologically regarding particular responsibilities to the constituency and on behalf the churches of Africa and beyond.
2. Manage, direct and lead the programme work of theology, in close collaboration with the Director.
3. Provide theological reflection and research with and for member churches, regional councils, networks and ecumenical and interfaith partners in the priority areas identified in the strategic planning.
4. Produce relevant studies and resource materials as required to advance the AACC mission and mandate in the areas of theology and mission.
5. Oversee and provide facilitation and leadership for Theological Institute.
6. Take editorial responsibility, in consultation with the General Secretary and in collaboration with the director.
7. Perform other duties as assigned from time to time.

#### **B. REQUIREMENTS:**

1. Active participation as a member in good standing of AACC member church.
2. Demonstrated leadership in theological reflection and programme work with highly developed executive staff skills (eg planning, research, implementation, follow up, reporting).

---

AACC is a fellowship of 155 member Churches and 25 Christian Councils in 42 African countries.

La CETA est une communauté de 155 églises et 25 conseils chrétiens dans 42 pays d'Afrique.

**PRESIDENT:** Rt. Rev. Arnold C. Temple • **GENERAL SECRETARY:** Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

**African Union Liaison Office:** Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

**Bureau Régional:** 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24

Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)

3. Appropriate educational background in theology, a Master's degree or equivalent. Doctoral level is a definite asset.
4. Demonstrated commitment and ability to work collaboratively in a culturally diverse team.
5. Sensitivity and commitment to fostering diversity, equality, respect, inclusion and justice in all aspects of work and witness and in personal relationships.
6. Demonstrated professional level fluency in written and oral English. Fluency in other AACC official languages is a definite asset.
7. Strong commitment to ecumenical and interreligious relations.
8. Experience in making presentations, preparing and leading conferences and seminars to various size of groups of theologians.
9. Demonstrated competencies in theology and mission.

**C. APPLICATION:**

- 1) Applications should be accompanied by:
  - i. A Cover Letter.
  - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
  - iii. Certified copies of both academic and professional qualifications.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P.O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA  
Or email to: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org)**

**D. SUBMISSION:**

**The deadline for submission is 15<sup>th</sup> February 2019.**

Only short-listed applicants meeting the above requirements will be contacted.



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

General Secretariat (HQ): P.O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT**

**Background:** The AACC is a fellowship of 155 Member Churches, 25 Christian Councils and 13 Theological Institutions in 42 African countries. The organization has its Secretariat in Nairobi, Kenya and a network of Offices in Lomé, Togo and Addis Ababa, Ethiopia.

### **POSITION: EXECUTIVE SECRETARY, PEACE AND DIAKONIA** **REPORTING TO: DIRECTOR, PEACE, DIAKONIA AND DEVELOPMENT**

#### **A. RESPONSIBILITIES:**

1. Monitor trends and developments, social, political, economic and inter-faith communities and their impacts on the programmatic thrusts of the AACC and the ecumenical movement.
2. Provide specific inputs to the research agenda such literature review, interviews, data analysis and preparing reports, policy briefs and other documents.
3. Manage the overall programme development, planning, implementation, monitoring and reporting and provide strategic oversight and day to day management of programmes work alignments with the priorities identified by the management and key actors.
4. Support the policy development and analysis of the organization and interpretation of the policies of partners, governments and other external players, in relation to AACC,
5. Design, develop and coordinate capacity building strategies, which ensure that the member churches and the organization's management are able to significantly link policy decision making at both national and international levels by identifying key opinion formers and ensure influencing opportunities are effectively exploited to maximize the AACC's mandate,
6. Develop networks and partnership with members, host country, regional countries and international institutions and spearhead donor collaboration, fundraising and programmes development and promote participation of all in socio-economic-political developments and possible emergency situations.
7. Perform any other duties as may be assigned from time to time.

---

AACC is a fellowship of 155 member Churches and 25 Christian Councils in 42 African countries.

La CETA est une communauté de 155 églises et 25 conseils chrétiens dans 42 pays d'Afrique.

**PRESIDENT:** Rt. Rev. Arnold C. Temple • **GENERAL SECRETARY:** Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

**African Union Liaison Office:** Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

**Bureau Régional:** 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24

Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)

## **B. REQUIREMENTS:**

- 1) Active participation as a member in good standing of AACC member church.
- 2) A minimum of Masters Degree in Development Studies or its equivalent.
- 3) A minimum of four (3) years of related work experience in the areas of Peace, Diakonia and Development.
- 4) Must demonstrate ability to work independently and with minimum supervision.
- 5) Should demonstrate professional expertise in the relevant work area.
- 6) Must have the ability to communicate for both written and oral communication.
- 7) Must be able to work under pressure.
- 8) Knowledge of French is an added advantage.
- 9) Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

## **C. APPLICATION:**

- 1) Applications should be accompanied by:
  - i. A Cover Letter.
  - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
  - iii. Certified copies of both academic and professional qualifications.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P.O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA  
Or email to: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org)**

## **D. SUBMISSION:**

**The deadline for submission is 15<sup>th</sup> February 2019.**

Only short-listed applicants meeting the above requirements will be contacted.



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

General Secretariat (HQ): P.O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT**

**Background:** The AACC is a fellowship of 155 Member Churches, 25 Christian Councils and 13 Theological Institutions in 42 African countries. The organization has its Secretariat in Nairobi, Kenya and a network of Offices in Lomé, Togo and Addis Ababa, Ethiopia.

### **POSITION: EXECUTIVE SECRETARY, YOUTH REPORTING TO: DIRECTOR, GENDER, WOMEN AND YOUTH**

#### **A. RESPONSIBILITIES:**

1. Initiate an AACC Youth Campaign on African Patriotism.
2. Empower and mobilise African youth to be positive change agents through Pan-Africanism.
3. Engage in capacity building and empowerment of church youth in Africa in responding to the issues that face young people on the continent.
4. Increase and enhance Youth programme opportunities for networking with other agencies and organizations working with youth issues-This includes establishing an Interfaith Youth Movement for Peace Building.
5. Establish a youth forum for gender justice.
6. Identify, gather and produce educational resource materials for use by AACC constituencies' especially young people.
7. Encourage and support church youth projects initiated by the churches.
8. Participate in related meetings and gatherings as well as serve as resource person when called upon to do so as a way to include church youth perspectives in various forums.
9. Liaise with AACC member churches, other groups and movements related to the work of the programme.
10. Work with NCCs and Churches Youth programmes, to respond to life issues within their approaches and programmes.
11. Manage the AACC Youth Desk Social Media Pages-Facebook, twitter, and regularly update these pages.
12. Perform any other duties that may be assigned from time to time.

---

AACC is a fellowship of 155 member Churches and 25 Christian Councils in 42 African countries.

La CETA est une communauté de 155 églises et 25 conseils chrétiens dans 42 pays d'Afrique.

**PRESIDENT:** Rt. Rev. Arnold C. Temple • **GENERAL SECRETARY:** Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

**African Union Liaison Office:** Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

**Bureau Régional:** 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24

Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)



## **B. REQUIREMENTS:**

1. A committed Christian between the ages of 22-30, and who is from the AACC member Churches.
2. One who has completed at least a degree in an accredited university- a Master's degree especially in youth related courses will be an added advantage.
3. One displaying high leadership skills on youth development issues at regional and continental levels.
4. With a track record of high level advocacy for youth development issues at different levels.
5. Demonstrating skills in resource mobilization and facilitation and initiation of multi-stakeholder dialogues.
6. A candidate who is proficient in at least one AACC official language (English, French and Portuguese).
7. Must be computer literate with social media acumen.

## **C. APPLICATION:**

- 1) Applications should be accompanied by:
  - i. A Cover Letter.
  - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
  - iii. Certified copies of both academic and professional qualifications.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P.O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA  
Or email to: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org)**

## **D. SUBMISSION:**

**The deadline for submission is 15<sup>th</sup> February 2019.**

Only short-listed applicants meeting the above requirements will be contacted.