



# 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**

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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)



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## **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.

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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.

