



**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 • Website: www.aacc-ceta.org

1st July 2019

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

Dear Brothers and Sisters in Christ,

VACANCY ANNOUNCEMENT: EXECUTIVE DIRECTOR, MINDOLO ECUMENICAL FOUNDATION

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

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

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

Yours faithfully,

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

CC: Fr. Emmanuel Chikoya, General Secretary, CCZ

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

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

MINDOLO ECUMENICAL FOUNDATION (MEF) – VACANCY ANNOUNCEMENT

Background: Mindolo Ecumenical Foundation (MEF) was established in Kitwe in the Copperbelt Province Of Zambia in September 1958, to supersede the Copperbelt Christian Service Council. The Foundation was established with the support of Churches and other organizations (both ecclesiastical and secular).

Core Business:

- Training and capacity building: peace and conflict resolution, leadership development, gender justice.
- Hospitality services.
- Real estate management.
- Management of Kalulushie Farms and Natural Spring Water

A. JOB DESCRIPTION

POSITION: EXECUTIVE DIRECTOR, MINDOLO ECUMENICAL FOUNDATION
REPORTING TO: BOARD OF GOVERNORS

Terms: Contract of 5 years renewable once.

Job Purpose: The Chief Executive Officer of the Foundation acting on behalf of the board of governors.

Duties and Responsibilities INCLUDE:

- 1) The Executive Director (E.D.) is the Chief Executive Officer of the Foundation responsible to the board of Governors for the implementation of the policies, strategic direction and programmes of the Foundation.
- 2) The Executive Director is the organization's senior executive and as such is responsible for the quality and timelines of the implementation of the organization's activities. He/she is responsible for organizing and supervising the preparation of the organization planning documents (implementation plans, annual work plans and budgets) and organization reports.

B. JOB REQUIREMENTS:

- 1) Preferably a Priest / Bishop / Moderator etc with a wide experience in the following:
 - i. Ecumenism
 - ii. Strategic Plans
 - iii. Cultural dynamics
 - iv. Social dynamics
- 2) One who can command respect across board.
- 3) Knowledgeable in development issues
- 4) Should be versatile to accommodate the ever-changing trends.
- 5) Must be a person with innovation and demonstrate ability to run programmes on sustainable basis.

C. QUALIFICATIONS:

- 1) A minimum of a Masters degree in Theology. A Doctorate degree will be an added advantage.

D. WORK STATION: Kitwe – Zambia

E. EFFECTIVE DATE: 1st January 2020

F. AGE: 50 years and below

G. 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.
 - iv. Evidence of active membership in AACC member church.

- 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: admin@aacc-ceta.org**

H. SUBMISSION:

The deadline for submission is 31st July, 2019.

NB: Only short-listed applicants meeting the above requirements will be contacted by 30th September, 2019.