



# 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  
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1<sup>st</sup> July 2019

**AACC Member Churches in Kenya  
NCKK  
Training Institutions**

Dear Brothers and Sisters in Christ,

## **INTERNSHIP ANNOUNCEMENT**

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

It is my sincere hope that the grace of God is and has been sufficient to your families and congregations.

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 position:

### **“COMMUNICATION & SOCIAL MEDIA INTERN AT THE AACC SECRETARIAT”.**

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)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – INTERNSHIP 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. AACC has a liaison office attached to the AU in Addis Ababa.

### **POSITION: COMMUNICATION & SOCIAL MEDIA INTERN AT THE AACC SECRETARIAT** **REPORTING TO: GENERAL SECRETARY**

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

1. Write, edit, and distribute content, including publications, press releases, speeches, and other information that communicates the organization's activities.
2. Be in charge of the AACC website including developing and updating information.
3. Assist management to develop and implement an effective communications strategy based on our constituency.
4. Establish and maintain effective relationships with journalists, and maintain a media database.
5. Produce news-writing of high standard on tight deadlines.
6. Produce materials for advocacy and communication purposes on emerging issues in the continent for action and /or inputting into reports.
7. Keep AACC informed on any breaking news in the continent and world at large.
8. Perform any other duties as may be assigned from time to time.

#### **REQUIREMENTS:**

- 1) Active participation as a member in good standing of AACC member church.
- 2) A recent (last 2 years) graduate (degree) of Communication, English, Journalism, Public Relations, or its equivalent.
- 3) Represent a high level tactical communications and strategic communications expertise.
- 4) Proven strong social media skills.
- 5) Strong understanding of the continental and global media environment.
- 6) Proficiency in software tools for journalists.
- 7) Age, below 30 years.
- 8) Must demonstrate ability to work independently and with minimum supervision even under pressure.
- 9) Should demonstrate professional expertise in the relevant work area.
- 10) Proficiency in English is required and knowledge of French is an added advantage.
- 11) Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

**B. WORK STATION:** AACC Secretariat, Nairobi - Kenya.

**C. EFFECTIVE DATE:** 1<sup>st</sup> August, 2019.

**D. DURATION:** Six (6) months

**E. TERMS:** Internship Allowance (Consolidated)

**F. 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: [admin@aacc-ceta.org](mailto:admin@aacc-ceta.org)**

**G. SUBMISSION:**

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

Only short-listed applicants meeting the above requirements will be contacted by 19<sup>th</sup> July, 2019.