



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

AACC-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)

**22<sup>nd</sup> February 2021**

## **VACANCY ANNOUNCEMENT**

**Background:** Founded in 1963, the All Africa Conference of Churches is an ecumenical Fellowship representing more than 140 million Christians in 42 African countries working to make a difference in the lives of the people of Africa through ministries of advocacy and presence on the continental, regional and local levels. The organization has its Secretariat in Nairobi, Kenya and a network of Offices in Lomé, Togo and Addis Ababa, Ethiopia.

### **POSITION: PROGRAM ASSISTANT**

### **REPORTING TO: DIRECTOR OF PROGRAMS**

### **EFFECTIVE DATE: 1<sup>st</sup> APRIL 2021**

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

1. Provide efficient and effective management in addition to general administrative support to the office of the Director of Programs.
2. Draft correspondence and respond to office regular matters as directed by the Director of Programs.
3. Handle and manage logistics, documentation and equipment in the office of the Director of Programs.
4. Maintain comprehensive and accurate filing of documents and records and write and prepare reports within the department of programs.
5. Plan for the logistics and management of meetings including preparation of meeting documents and minutes as directed by the Director of Programs.

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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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6. Arrange, organize and prepare for appointments, meetings, travels and maintain the Director of Programs' diary, receive visitors, place and screen telephone calls and answer queries with discretion.
7. 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 university graduate (degree) of English, Public Relations, Business Management / Administration or its equivalent.
- 3) Bilingual (English and French) a must.
- 4) Work experience of at least 3 years.
- 5) Must demonstrate ability to work independently and with minimum supervision **even under pressure.**
- 6) Should demonstrate professional expertise in the relevant work area (e.g. time management, communication skills and confidentiality).
- 7) Must have the ability to multitask and prioritize tasks
- 8) 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.
  - iv. Letter of recommendation from your congregational pastor.
- 2) Interested candidates who meet the above criteria should send their applications to:

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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)

**D. SUBMISSION:**

The deadline for submission is 10<sup>th</sup> March 2021.

**E. DURATION OF CONTRACT :**

One year with a possibility of a one year extension

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