



# 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)

11<sup>th</sup> March 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: PROGRAMME ASSOCIATE HORN OF AFRICA REGION PEACE PROJECT**

### **REPORTING TO: DIRECTOR FOR THE AFRICAN UNION OFFICE & ADVOCACY**

**EFFECTIVE DATE: 1<sup>ST</sup> MAY 2021**

### **DUTY STATION: ADDIS ABABA, ETHIOPIA**

#### **A. POSITION SUMMARY:**

Under the direct supervision of the Director for the African Union Office and Advocacy, and in coordination with other AACC units, the Programme Associate will be responsible for overall planning, budgeting, preparation, designing and implementation of programme activities and ensuring adherence to project contract and MoU requirements for the Horn of Africa Peace Project.

#### **B. RESPONSIBILITIES:**

1. Organising faith leaders' delegations (*including some members of the AACC Eminent Persons*) to hotspot countries or on specific thematic areas covered by the project.

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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

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2. Investing time in exploring regional trends that relate to AACC's core mandate and to the greatest extent possible, identify any potential areas / topics where AACC & the consortium could make a strong impact without drifting from our core objectives of the project.
3. Facilitating AACC members advocacy initiatives towards IGAD, its member states and the AUC; and facilitating AACC members participation in webinars on thematic areas of the project.
4. Attending, & engaging in consortium coordination meetings on behalf of the AACC.
5. Maintaining strong and proactive working relationships with the project consortium members.
6. Undertaking desk reviews of both best practices and political & security developments in the Horn of Africa or led by AACC members in the Horn of Africa region.
7. Engaging AACC members in the Horn of Africa region other FBOs & CSOs for mutual benefit and concerted advocacy efforts towards decision makers and power centres; including facilitating AACC members advocacy initiatives towards IGAD, its member states and the AUC.
8. Ensuring compliance requirements by coordinating due diligence, occasional program audit, planning, monitoring, evaluation and learning.
9. Monitoring project impact in close collaboration with the consortium members, conducting periodic reviews of programming, ensuring that project objectives are met, while incorporating lessons learned during AACC's long experience in the Horn of Africa and incorporating innovation and emerging best practices in the peace, security, governance & human rights field.
10. Identifying opportunities for new programs and initiatives.
11. Conducting other ad hoc tasks as required.

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## **C. ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:**

1. A University degree at masters or postgraduate level (*Peace & Conflict Studies, Political Science, Law, International Relations, Contextual theology, Diplomacy*).
2. Experience of working with Faith Based Organisations, international organisations, non - governmental organizations or diplomatic missions.
3. Experience in organizing consultations/workshops/trainings with a good touch on the logistics side.
4. Excellent IT skills: Microsoft Word, Outlook and Excel (*advanced skills in Excel would be useful*).
5. Excellent communication and interpersonal skills and the ability to effectively communicate with people from a wide range of background.
6. Strong writing and reviewing skill.
7. Fluency in written and spoken English is a prerequisite but knowledge of French will be an added advantage.
8. A flexible and proactive approach; willingness to work in support of different areas of the AACC Liaison office's objectives as needed.
9. Strong organizational skills, including the ability to manage priorities, work under pressure and meet tight deadlines.
10. Project financial management experience.

## **D. REQUIRED COMPETENCIES:**

- Collaborating and partnering.
- Delivering value for money & a quality service.
- Delivering at fast pace.

## **E. APPLICATION:**

- 1) Applications should be accompanied by:
  - i. A Cover Letter.
  - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
  - iii. Copies of both academic and professional qualifications.

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iv. Letter of recommendation from your congregational pastor.

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)**

**F. SUBMISSION:**

The deadline for submission is 31<sup>st</sup> March 2021.

**G. DURATION OF CONTRACT:**

Two years.

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