



**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 • Website: www.aacc-ceta.org

6th October 2020

**AACC Member Churches in Kenya
NCKK**

Dear Brothers and Sisters in Christ,

**VACANCY ANNOUNCEMENT
SOCIAL MEDIA INTERN**

Receive cordial greetings from the Secretariat, All Africa Conference of Churches (AACC).

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

We shall be grateful if you could share the enclosed Job Vacancy Announcement with your members.

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

Yours faithfully,

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

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



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 • Website: www.aacc-ceta.org

ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT

BACKGROUND: The All Africa Conference of Churches (AACC) is a continental ecumenical body that accounts for over 140 million Christians across the African continent. AACC is the largest association of Protestant, Anglican, Orthodox and indigenous churches in Africa, and is a member of the worldwide ecumenical network. AACC is a fellowship of 193 members comprising of Churches, National Councils of Churches (NCCs), theological and lay training institutions, and other Christian organisations in 42 African countries.

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

A. RATIONALE:

AACC is strengthening its communication department so that it is able to more effectively reach out to its members, partners and the general public throughout the continent; reach more people with its message of hope, empowerment and evangelization, as well as raising awareness about the various initiatives it is undertaking in conjunction with partners and their impact on people's lives. Key to this role will be the capacity of the holder to connect, sustain and strengthen communication links with the youth in Africa through social media. AACC is working to fully incorporate and expand its social media platforms as an integral part of its communication strategy.

B. RESPONSIBILITIES:

1. Managing AACC's social media accounts and posting content.
2. Creating content such as blogposts, infographics, videos and other content and posting it on the social media accounts.
3. Assisting the AACC General Secretary maintain an active social media profile.
4. Assisting AACC departments create and execute campaigns on social media.
5. Tracking user traffic and assessing user response to various social media posts.
6. Keeping tracking of feedback on AACC's various social media platforms.
7. Collating results from Analytics and compiling regular reports to guide AACC in delivering on its social media agenda.

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



C. QUALIFICATIONS:

1. Degree in the following fields- marketing, journalism, public relations and associated academic disciplines from a recognized institution; or at a minimum, a Diploma in ICT.
2. At least one year's experience in managing social media accounts in a busy organization.
3. In addition, candidates should demonstrate the following personal traits and competencies:
 - A thorough knowledge of social media platforms and Analytics.
 - Self-driven and motivated.
 - Capable of working with minimum supervision.
 - Creative and a team player.
 - Demonstrate understanding of managing social media platforms.
 - Capable of setting up social media accounts across multiple platforms and managing content.
 - Skills in photography, design and video content creation an added advantage.

D. WORK STATION: AACC Secretariat, Nairobi - Kenya.

E. EFFECTIVE DATE: Immediately.

F. DURATION: One (1) year.

G. TERMS: Internship Allowance (Consolidated)

H. APPLICATION AND SUBMISSION:

1. Interested and qualified candidates should send their applications **via email** to the following address:

**THE GENERAL SECRETARY
ALL AFRICA CONFERENCE OF CHURCHES
P.O BOX 14205 – 00800 WESTLANDS,
NAIROBI KENYA
Email: admin@aacc-ceta.org**

2. **The deadline for submission is 20th October, 2020.**
3. Only shortlisted applicants meeting the above requirements will be contacted by 30th October, 2020 and invited for interviews.

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