



24th June 2021

ALL AFRICA CONFERENCE OF CHURCHES (AACC) – VACANCY ANNOUNCEMENT
POSITION: DIGITAL WEB MANAGER

Background: The AACC is a fellowship of 204 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lomé, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

Summary of Job Profile: A digital Web Manager is a person responsible for overseeing the planning, organization, creation, and publishing of all **content** that appears on a website and / or social media platforms. **The digital Web Manager is in charge of content production, content placement and quality.**

REPORTING TO: GENERAL SECRETARY

A. RESPONSIBILITIES:

1. Develop content strategy aligned with organization's strategy.
2. Collaborate with staff to plan and develop site content, style and layout.
3. Create and publish engaging content on the website and all social media handles.
4. Ensure compliance with law (e.g. copyright and data protection).
5. Stay up-to-date with developments and generate new ideas for management's attention.
6. Perform any other duties that may be assigned from time to time.

B. REQUIREMENTS:

1. Minimum of a first degree in a related field (e.g. Computer Engineering, Communication).
2. Proven work experience as a Web Manager.
3. Hands on experience with MS Office and WordPress.
4. Basic technical knowledge of HTML and web publishing.
5. Writing Aptitude.
6. Analytics Interpretation.
7. Active participation as a member in good standing of AACC member church.
8. Must demonstrate ability to work independently and with minimum supervision even under pressure.

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

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

D. **START DATE:** 1st August 2021 to 31st January 2022.

E. **DURATION AND TYPE OF EMPLOYMENT:** Six (6) Months Short-Term Contract where the employer gives a one (1) months' notice to terminate based on unsatisfactory performance.

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**

G. **SUBMISSION:**

The deadline for submission is 15th July, 2021.

Only short-listed applicants meeting the above requirements will be contacted.

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