



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, + 254 113 507 868, + 254 20 4441483 • E-mail: secretariat@aacc-ceta.org • Website: www.aacc-ceta.org

JOB ADVERT

POSITION: INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) OFFICER **(LIMITED TO THOSE RESIDING IN KENYA ONLY)**

A. ABOUT THE AACC:

The All Africa Conference of Churches (AACC) is a continental ecumenical body that accounts for over 200 million Christians across the continent of Africa. It is the largest fellowship of Protestants, Anglican, Orthodox, and African Instituted Churches with membership of 213 legally established church denominations, Christian Councils and Theological Institutions in 43 countries. The organization has its Secretariat in Nairobi - Kenya, a Regional Office in Lomé - Togo and an Advocacy & Africa Union Liaison Office in Addis Ababa - Ethiopia.

B. RESPONSIBILITIES:

1. IT Support:

- Providing technical support to end-users, troubleshooting hardware and software issues, and resolving technical problems to ensure the smooth operation of IT systems and services.

2. Network Administration:

- Managing and maintaining the organization's network infrastructure, including routers, switches, firewalls, and wireless access points. This may involve configuring network devices, monitoring network performance, and ensuring network security.

3. Systems Administration:

- Managing servers, operating systems, and server applications such as email servers, web servers, and database servers. This includes tasks such as server installation, configuration, maintenance, and monitoring.

PRESIDENT: Rt. Rev. Lydia Neshangwe • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

SUB-OFFICES

African Union Liaison Office: Ledta 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@aacc-ceta.org



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4. **Security Management:**

- Implementing and managing security measures to protect the organization's IT systems and data from cyber threats. This may involve tasks such as firewall configuration, antivirus deployment, intrusion detection, and security incident response.

5. **Data Management:**

- Managing data storage systems, backup and recovery processes, and data security measures to ensure the integrity, availability, and confidentiality of the organization's data assets.

6. **IT Project Management:**

- Planning, coordinating, and overseeing IT projects, such as software implementations, hardware upgrades, or infrastructure expansions. This includes defining project requirements, developing project plans, managing resources, and ensuring projects are completed on time and within budget.

7. **User Training and Education:**

- Providing training and education to end-users on IT systems, applications, and best practices to enhance productivity, efficiency, and security awareness within the organization.

8. **Vendor Management:**

- Managing relationships with IT vendors and service providers, including negotiating contracts, evaluating vendor proposals, and overseeing vendor performance to ensure the delivery of high-quality IT products and services.

9. **IT Policy and Compliance:**

- Developing, implementing, and enforcing IT policies, procedures, and standards to ensure compliance with regulatory requirements and industry best practices. This may include data privacy regulations, IT security policies, and acceptable use policies.

10. **Technology Evaluation and Planning:**

- Researching and evaluating new technologies, trends, and solutions to identify opportunities for innovation and improvement within the organization. Developing IT

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strategies and roadmaps to align technology investments with business goals and objectives.

11. **System Maintenance:**

- Providing hardware and software system maintenance.

C. **REQUIREMENTS:**

- 1) A graduate (degree) of Information Technology, Computer Science, Computer Engineering or its equivalent.
- 2) 3 years' experience in working in a similar or higher position in a faith-based organization.
- 3) Proficiency in software tools for IT professionals.
- 4) Must demonstrate ability to work independently and with minimum supervision even under pressure.
- 5) Should demonstrate professional expertise in the relevant work area.
- 6) Proficiency in English is required and knowledge of French is an added advantage.
- 7) Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

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

E. **EFFECTIVE DATE:** 1st August, 2024.

F. **DURATION:** Two (2) Years.

G. **REPORTING TO:** Director for Finance and Administration.

H. **TERMS:** This is a short-term (full-time) engagement with consolidated salary.

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I. HOW TO APPLY:

a) Applications should be accompanied by:

- 1) A Cover / Application Letter.
- 2) Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
- 3) Certified copies of both academic and professional qualifications.
- 4) Duly filled Application Form.

b) Interested candidates who meet the above criteria should send their applications to:

THE GENERAL SECRETARY

ALL AFRICA CONFERENCE OF CHURCHES

WESTLANDS, NAIROBI - KENYA

Email: admin@aacc-ceta.org

J. SUBMISSION:

The deadline for submission is 10th June, 2024.

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

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