

VACANCY ANNOUNCEMENT

POSITION: GENERAL MANAGER, DESMOND TUTU CONFERENCE CENTRE (DTCC) HOTEL

ABOUT THE AACC:

The All-Africa Conference of Churches (AACC) is a continental ecumenical body representing over 200 million Christians throughout Africa. As the continent's largest fellowship, it includes Protestant, Anglican, Orthodox, and African Instituted Churches, with more than 213 member churches, Christian councils, and theological institutions across 43 African countries. The organization maintains its Secretariat in Nairobi, Kenya, a regional office in Lomé, Togo, and an Advocacy & African Union Liaison Office in Addis Ababa, Ethiopia.

Job Opportunity: General Manager – Desmond Tutu Conference Centre (DTCC)

The Desmond Tutu Conference Centre (DTCC), a Strategic Business Unit of the All-Africa Conference of Churches (AACC), invites applications for the position of General Manager. Located in Nairobi, DTCC is known for its excellence in hospitality, offering comfortable accommodation with 106 rooms and state-of-the-art conference facilities.

We are seeking an experienced and motivated professional to join our team and drive the Centre's operational and strategic success.

ABOUT THE POSITION:

1. **TERM OF CONTRACT:** Two years with possibility for renewal.
2. **KEY RESPONSIBILITIES:**
 - Manage and oversee the Centre's operations effectively to achieve profitability and sustainability.
 - Ensure operational excellence across all departments, including guest services, finance, housekeeping, food and beverage, and conference services.
 - Provide efficient administration and record-keeping for reservations, financial management, guest services, and feedback evaluation.
 - Develop and implement comprehensive marketing and sales strategies to enhance revenue growth.
 - Establish standard operating procedures and ensure adherence across all departments.
 - Oversee budget management and implement cost-control measures.
 - Foster strong client relationships through reliable service and effective communication.

- Collaborate closely with internal and external stakeholders to enhance the Centre's reputation and operational effectiveness.

3. QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Hospitality Management, Business Administration, or related fields (Diploma holders with extensive experience may also apply).
- At least 10 years of proven leadership experience in the hospitality industry.
- At least 3 years of General Manager experience in a city location.
- Strong knowledge of hospitality operations management and revenue optimization strategies.
- Proficiency in managing budgets and financial planning.
- Demonstrated capability in team leadership and human resource management.
- Proven industry experience, demonstrating progressive career growth and a pattern of exceptional performance.
- High integrity and strong ethical standards.
- Excellent verbal and written communication skills.
- Fluent in English; proficiency in French is advantageous.

4. PREFERRED COMPETENCIES:

- Business Strategy Development.
- Sales & Marketing and Business Development.
- Talent Management and Organizational Capability.
- Business Information Analysis.
- Revenue Management.
- Customer and Public Relations Management.
- Organization/Brand policies, procedures, and standards compliance.
- Event Planning and Management.
- Distribution Channel Management.
- Operations Excellence.
- Financial Management and Reporting.
- Food & Beverage Management.
- Front Office Operations.
- Cultural Awareness
- Proficiency in Hotel Technology and software applications

SUB OFFICES:

African Union Liaison Office: Ledta Sub-City, Woreda 03,
Addis Ababa, Ethiopia
Tel: +251 113 851171 / +251 113 851158
E-mail: aulliaison@aacc-ceta.org

Lomé Régional Office: 01 B.P. 2268 - Lomé 01, 1235, Rue de la
Paix Bè-Château, Lomé, Togo
Tel: +228 93501626
Email: bureauregional@aacc-ceta.org

4. **EMPLOYMENT TERMS:**

- Competitive remuneration on a renewable two-year contract.
- An opportunity to contribute significantly within a reputable organization.
- Professional growth in a dynamic and diverse working environment.

5. **WORK STATION:** Nairobi, Kenya.

6. **EFFECTIVE DATE:** 1st July 2025.

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

8. **DEADLINE FOR APPLICATIONS:** 11th April 2025.

9. **ELIGIBLE TO APPLY:** Residence in Kenya.

10. **APPLICATION PROCESS:**

Interested applicants should submit a completed application form, resume/CV, copies of academic and professional certificates, and an application letter (cover letter) stating their motivation to work with the AACC, as well as their main qualifications and alignments with the specific role, to hr-applications@aacc-ceta.org clearly indicating "General Manager DTCC" in the subject line. The deadline for applications is 11th April 2025.

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AACC JOB APPLICATION FORM

Position applying for:

Would you consider other posts besides the one you have listed above? (Please circle) **Yes / No**

The All Africa Conference of Churches (AACC) is an equal opportunities employer and is committed to diversity amongst its staff and does not discriminate in hiring or terms and conditions of employment because of an individual’s disability, marital status, age or gender. Due to the nature of the work and purpose and ethos of a Christian mission organisation, it is a genuine occupational requirement that the job holder be a Christian.

General notes:

- Applications after the closing date will not be considered.
- Receipt of all applications will be acknowledged and applicants will be notified on whether they have been selected for an interview as soon as possible after the closing date.

Please submit the following:

1. Dully filled application form.
2. Application / Cover letter of not more than two (2) pages stating your reasons for wanting to work with the AACC, as well as your main qualifications and alignments with this specific role.
3. Curriculum Vitae.
4. Copies of academic and professional certificates and transcripts.

Section 1 – Personal Particulars			
Surname		First Name	
Full Name (as in Passport)			
Full address			
Mailing address, if different			
E-mail address			
Mobile Phone No.			
Other Contact No.			

Date of Birth		Citizenship	
Marital Status	Single/Married/ Divorced/Widowed/ Others:.....	Number of children	
Hobbies			

Section 2 – Church Membership			
Name of Denominational Church			
Are you ordained? YES <input type="checkbox"/>	NO <input type="checkbox"/>	Number of years as member of this church:	

Section 3 - Educational Background

Please list from the highest qualification.

Qualification	Name of Institution & Country	Full/Part-time & On-campus/ Remote	From Mth/Yr	To Mth/Yr

Other course(s) currently pursuing (if any)

Qualification	Name of Institution & Country	Full/Part-time; & On-campus/ Remote	From Mth/Yr	To Mth/Yr

Section 4 – Employment History*Please start with your most recent employment*

Position Held	Employing Organisation	Country	From Mth/Yr	To Mth/Yr

Section 5 – Current Professional Membership

Position Held	Professional Institution/Body	Country	From Mth/Yr	To Mth/Yr

Section 6 – Personal Disclosure

1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Have you ever been declared a bankrupt? If yes, please give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please indicate any considerations that would affect your acceptance of the job:

Section 7 – Character References

Please note that any job offer is subject to satisfactory references. References will be sought for shortlisted candidates. Please name **3** referees who have worked closely with you in the last 5 years and who can comment on your work ethics and leadership ability. One of the references must be your current or most recent employer.

Name	Email address	Relationship	Years Known

Section 8 - Declaration

I hereby declare that all the particulars/information given herein are true and correct and I have not willfully suppressed any material facts. I hereby give consent to collection, use and disclosure of my personal data by the AACC (or its agents) for the purpose of the processing and administration by the AACC relating to this attached job application.

Signed:**Date:**

NOTE: Any false declaration or withholding of information will render you to disqualification and if appointed, to a dismissal – without notice and compensation – and/or appropriate legal proceedings.