

JOB ADVERTISEMENT (OPEN FOR INTERNATIONAL RECRUITMENT)

POSITION: RESEARCH ASSISTANT TO THE GENERAL SECRETARY

The position holder will assist the General Secretary in several research responsibilities including academic, ecclesial and other aspects. At the direction of the General Secretary, he or she will be expected to conduct research and assist in the drafting of statements, papers as well as speeches.

STARTING DATE: June 1st 2025

DURATION: One year

MAJOR DUTIES AND RESPONSIBILITIES

- Conduct scientific and non-scientific research on subjects directed by the General Secretary
- Assist the General Secretary in writing high-level, high-impact speeches and presentations as requested
- Assist in drafting as well as editorial work for publications and public statements
- Research on member churches of AACC and helping maintaining correct information

QUALIFICATIONS

- A masters' (or Ph. D) degree, preferably in theology
- Proven writing and research skills
- Knowledge of the ecumenical landscape, in Africa and globally
- Conversant with contemporary ecumenical issues in global conversations
- Ability to adhere to high level of professionalism, accuracy and attention to detail
- Ability to keep strict timelines

LANGUAGE: High scholarly-level English

LOCATION: The work may be performed either virtually (online) if one is outside Nairobi, or in the AACC Secretariat in Nairobi.

Those available on part-time basis are also encouraged to apply.

SEND THE APPLICATION FORM, TOGETHER WITH LETTER OF MOTIVATION AND CV TO:

hr-applications@aacc-ceta.org

Deadline: May 20th 2025

SUB OFFICES:

African Union Liaison Office: Ledta Sub-City, Woreda 03,
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