

JOB ADVERT

POSITION: HUMAN RESOURCE AND ADMINISTRATIVE ASSISTANT

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 over 210 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 & AU Liaison Office in Addis Ababa - Ethiopia.

ABOUT THE POSITION:

The Human Resource and Administrative Assistant will assist and supports the Director for Finance and Administration with the human resources functions, developing, reviewing and ensure the dissemination of the HR policies and liaise with Provident Fund Administrator. He/She will also assist with the day-to-day administrative functions of the department of Finance and Administration.

TERM OF CONTRACT: Three years with possibility for renewal.

1. KEY ROLES AND RESPONSIBILITIES:

A. Human Resource (Specific):

i. Recruitment and Selection

- Coordinate job advertisements and manage the application and engagement processes-reviewing application forms, shortlisting candidates for interviews, interviews, reference checks and preparation of offer letters and employment contracts.

ii. Assist the Director for Finance and Administration in managing and maintaining Staff-

- Coordinates and guides the:
 - orientations for new employees by sharing onboarding packages, explaining organizational policies and ensuring that the staff starts off with all necessary working tools and facilities;
 - process of disengagement.
- co-ordinating and educating staff on their benefits, compensation, leave (annual, maternity, paternity, sick, compassionate, compensation and study leaves for employees) and welfare programmes

- Liaise with Provident Fund Administrators and update staff about Provident Fund meetings, annual general meetings and other information.

iii. HR administration

- Initiate staff end of probation and annual performance appraisals, providing reports of such appraisals for management decision.
- Liaise with the medical service providers and insurance brokers to cater for good medical services and other insurance covers based on the AACC HR Manual, report on the usage of these services for management decision.
- Assisting the DFA in developing, reviewing Human Resource policies and procedures
- Disseminate all AACC policies and rules and regulations. He/She is also the custodian of such policies, rules and regulations.
- Compile, update and maintain employee records (hard and soft copies).
- Maintain confidentiality in handling official information especially data related to Human Resource.

B. GENERAL ADMINISTRATION (SPECIFIC):

- Provide efficient and effective management in addition to general administrative support to the office of the Director for Finance and Administration.
- Maintain insurance covers for property.
- Manage the process of procuring office supplies and utilities in compliance with organizational procurement regulations.
- Assist DFA in the matters relating to the Finance and Personnel Committee and Board of Trustees.
- Act as a custodian of the corporate seal and organization's Title Deeds.
- Liaise and work with the organization's legal representative in relation to legal matters as directed by the Director for Finance and Administration.
- Draft routine correspondences and responses to all office matters for approval.
- Maintain accurate and proper filing of documents and communication.
- Perform any other duties that may be assigned from time to time.

2. EDUCATION

- Bachelor's degree in human resources, Business Administration, or related field.

3. EXPERIENCE

- A minimum of five years of relevant job experience, especially with a church-based organization.

4. COMPETENCIES

- a. Excellent organizational skills, well organized and efficient in daily tasks, meet tight deadlines and manage time efficiently
- b. Knowledge and experience in Human Resources processes
- c. Excellent verbal and written communication skills including ability to coach and be a knowledgeable resource
- d. Excellent Computer literacy in Word, Outlook, PowerPoint, Excel, PowerPoint and internet usage, including experience with HR systems.
- e. Ability to develop effective working relationships and demonstrate collaborative approaches with a broad range of stakeholders
- f. Ability to work in a team, proven ability to work in a stand-alone role, taking initiatives, able to mentor and lead.
- g. Quality of discretion in handling confidential and sensitive information.
- h. Sensitive to diversity, gender and cultural differences.
- i. Willing to work outside of normal office hours when required and able to travel, sometimes in difficult situations.
- j. Proficiency in English, knowledge of French would be an added advantage

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

6. **EFFECTIVE DATE:** 16th January 2025

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

8. **DEADLINE FOR APPLICATIONS:** 6th November 2024

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

10. HOW TO APPLY:

Please send your resume/CV, together with attached form, copies of both academic and professional certificates and a letter of application (cover letter) stating your motivation for wanting to work with the AACC, as well as your main qualifications and alignments with the specific role to hr-applications@aacc-ceta.org indicating the role being applied for in the email subject box.