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.

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| 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** |  |

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| Section 2 – Church Membership |
| **Name of Denominational Church** |  |
| **Are you ordained? YES**[ ]  **NO**[ ]  | **Number of years as member of this church:**  |

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| Section 3 - Educational Background |

 *Please list from the highest qualification.*

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| **Qualification** | **Name of Institution & Country** | **Full/Part-time & On-campus/ Remote** | **From****Mth/Yr** | **To****Mth/Yr** |
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**Other course(s) currently pursuing (if any)**

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| **Qualification** | **Name of Institution & Country** | **Full/Part-time; & On-campus/ Remote** | **From****Mth/Yr** | **To****Mth/Yr** |
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| Section 4 – Employment History |

 *Please start with your most recent employment*

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| **Position Held** | **Employing Organisation** | **Country** | **From****Mth/Yr** | **To****Mth/Yr** |
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| Section 5 – Current Professional Membership  |

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| **Position Held** | **Professional Institution/Body**  | **Country** | **From****Mth/Yr** | **To****Mth/Yr** |
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**Section 6: Competency based questions/Responses in relation to the job advertisment**

**(*Please elaborate, specifying for each experience the name of your employer, the duration of the professional experience, your position/job title, your specific role and responsibilities. Please include all relevant information below, rather than simply referring to other answers or to other parts of your completed application form/ CV . Please note that only the response provided here will be considered during the initial screening stage, Maximum two paragraphs per response.*)**

***6.1* Policy Analysis**  : *Briefly describe a specific instance where you analyzed a complex policy issue which created success in your advocacy actions. How did you do it?* *.*

***6.2 Advocacy Strategy & Implementation***: -**:** *Tell us about a significant advocacy campaign you designed and led from conception to completion (if not say about an advocacy campaign in which you participated) What were your key objectives, how did you identify and engage critical stakeholders (including decision-makers, media, or civil society), and what measurable results did your campaign achieve**?*

**6.3. Communication & Material Development:** *You will be responsible for producing high-quality policy and advocacy materials for diverse audiences. Describe a situation where you had to craft a compelling message or produce a document that effectively resonated with different stakeholders. What was your process, and what was the impact?*

**6.4. Stakeholder Engagement & Diplomatic Liaison:** *This position involves building and maintaining relationships with high-level entities like the African Union and multilateral institutions. Describe a situation where you successfully influenced policy or advanced an advocacy agenda through strategic engagement with such diplomatic or governmental bodies. What was your approach to relationship building and negotiation?*

**6.5. Collaboration & Integrated Work:** *This role requires significant collaboration across with internal departments and with external partners. Provide an example of an advocacy project where you had to work effectively with diverse teams or organizations (e.g., other NGOs, civil society, ecumenical partners) to achieve a shared advocacy outcome. What were the challenges in collaboration, and how did you overcome them?*

**6.6. Adaptability & Problem-Solving in Complex Environments:** *Working within the dynamic African political, diplomatic, and religious landscapes can present unforeseen challenges. Describe a time when an advocacy initiative you were leading, or participating in faced an unexpected setback or a significant change in circumstances. How did you adapt your strategy, and what key lessons did you draw from that experience?*

**6.7. Capacity Building & Member Church Support:** *The role involves supporting AACC Member Churches in their advocacy efforts. Can you share an example of how you have successfully provided guidance, expert advice, or capacity building to a regional or national entity on policy analysis or advocacy interventions? What specific challenges did they face, and how did your support empower them?*

**6.8. Proactiveness & Opportunity Identification:** *The ability to identify and coordinate key advocacy opportunities is crucial. Describe a time when you proactively recognized an emerging policy trend, a legislative window, or a significant event, and successfully leveraged it to create a positive advocacy impact for your organization. What steps did you take to capitalize on that opportunity?*

**6.9 *Describe your  experience / familiarity*** *with policies and programmes of relevant regional and global organizations (including but not limited to AU,  UN, EU etc)?*

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| Section 7 – Personal Disclosure |
| 1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details:
 | **YES**[ ]  **NO**[ ]  |
| 1. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details:
 | **YES**[ ]  **NO**[ ]  |
| 1. Have you ever been declared a bankrupt? If yes, please give details:
 | **YES**[ ]  **NO**[ ]  |
| Please indicate any considerations that would affect your acceptance of the job: |

### Section 8 – 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.*

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|  | **Name** | **Email address** | **Relationship** | **Years Known** |
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### Section 9 - 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.*