



ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

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JOB ADVERT

POSITION: PROGRAMME EXECUTIVE FOR GENDER, WOMEN, AND SUSTAINABLE POPULATION

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 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:	Gender, Women and Sustainable Population cover multiple programmatic thematic areas in the AACC Strategy. The programmatic thematic areas primarily focus on capacity strengthening, education, and accompanying member churches, councils and others benefiting stakeholders in cooperation with and support from partners that share our vision, mission and programmatic goals. The Programme Executive will coordinate all activities related to the thematic areas, with special focus on AACC commitment to work for Gender justice, Capacity Building for Women, and Sustainable Population Growth in Africa.
TERM OF CONTRACT:	Three years with possibility for renewal for two more terms of three years.
A. KEY ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Plan and Co-ordinate the Gender, Women and Population work in co-operation with other Departments within the organization. Have full responsibility of planning, implementing, budgeting and evaluating the activities on Gender, Women, Sustainable Population Growth and demographic discourses. Plan and carry out capacity building on issues of Gender, Women and Sustainable Population. Gather information for the analysis and interpretation of political, social, demographic issues on Gender, Women and Sustainable Population. Ensure proper documentation of best program approaches and practices to promote quality learning and exchanges among member churches on related matters. Engage in capacity building and empowerment of Church-women and widows in Africa in responding to the issues that face the continent. Deepen the ethical and theological implications of issues related to Gender, Women and sustainable population. Increase and enhance opportunities for networking with other agencies and organizations working with gender, women's and sustainable population. In consultation with the Director and approval of the General Secretary, represent AACC at relevant international activities related to the respective thematic areas. Willing to perform any other duties that may be assigned from time to time.
B. FINANCIAL MANAGEMENT CAPACITY	<ul style="list-style-type: none"> Capacity to ensure that activity concept notes and budgets are in sync with the AACC financial guidelines and programs checklists. Ability to adhere to financial compliance and reporting as provided for by the financial policy of the institution. Capable to mobilize resources and fundraise through project proposals/applications.
C. ADMINISTRATIVE CAPACITY	<ul style="list-style-type: none"> Ability to adhere to institutional management system of accountability and transparency in line with Human Resource Manual. Capacity to ensure compliance to policies, manuals, guidelines and management decisions as would be communicated from time to time. Ability to perform any other administrative duties as may be assigned from time to time
D. EDUCATION	<ul style="list-style-type: none"> A minimum of master's degree in related fields. Theological background is an added advantage.
E. EXPERIENCE	<ul style="list-style-type: none"> A minimum of 3 years' experience working in a church-based organization on program implementation.
F. COMPETENCIES	<ul style="list-style-type: none"> Ability to work in a team. Quality of discretion in handling confidential and sensitive information. Sensitive to diversity, gender and cultural differences. Ability to communicate well with different audiences and demonstrated ability in writing. Willing to work outside of normal office hours when required and able to travel, sometimes in difficult situations. Capacity to participate in and contribute to theological and ethical reflection in ecumenical contexts. Computer literacy (standard MS office application such as Outlook, Word, Excel, PowerPoint and internet usage). Proficiency in English, knowledge of French would be an added advantage.
G. WORK STATION:	AACC Secretariat, Nairobi, Kenya
H. EFFECTIVE DATE:	1 st September 2024
I. REPORTING TO:	Director of Programs
J. DEADLINE FOR APPLICATIONS:	29 th March 2024
K. 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 admin@aacc-ceta.org indicating the role being applied for in the email subject box.