



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

AACC-CETA

General Secretariat (HQ): P. O. Box 14205, 00800 Westlands, Nairobi, Kenya

Tel: +254 724 253 354, + 254 113 507 868, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **JOB ADVERT**

### **POSITION: COMMUNICATIONS OFFICER** **(LIMITED TO THOSE RESIDING IN KENYA ONLY)**

#### **A. 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 213 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 & Africa Union Liaison Office in Addis Ababa - Ethiopia.

#### **B. CONTEXT OF THE POSITION:**

The AACC is aiming to:

1. Increase its overall visibility, and that of its activities / projects in Africa.
2. Engage with existing member Churches and partners.
3. Acquire a larger online audience and sponsors where necessary.
4. Transition into a robust destination for African ecumenical information and content.

#### **C. RESPONSIBILITIES:**

1. Write, edit, and distribute content, including publications e.g. Newsletter, press releases, speeches, articles and other information that communicates the organization's activities.
2. Work with various departmental teams to ensure comprehensive digital coverage of events.
3. Be in charge of the AACC website and other AACC social media handles including developing and updating information.
4. Develop targeted social media campaigns for AACC's activities, events, and special days.

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PRESIDENT: Rt. Rev. Lydia Neshangwe • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

African Union Liaison Office: Ledta Sub-City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

Bureau Régional: 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24  
Email: [bureauregional@aacc-ceta.org](mailto:bureauregional@aacc-ceta.org)



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5. Package and promote AACC's activities in a strategic, appropriate and timely manner.
6. Establish and maintain effective relationships with journalists, and maintain a media database.
7. Produce news-writing of high standard on tight deadlines.
8. Organize for press conferences.
9. Keep AACC informed on any breaking news in the continent and world at large.
10. Perform any other duties as may be assigned from time to time.

## **D. REQUIREMENTS:**

- 1) A graduate (degree) of Communication, Journalism or its equivalent.
- 2) 3-5 years' experience in working in a similar or higher position in a faith-based organization.
- 3) Represent a high-level tactical and strategic communications expertise.
- 4) Proven strong social and ordinary media skills.
- 5) Strong understanding of the continental and global media environment.
- 6) Proficiency in software tools for journalists.
- 7) Ability to work independently and with minimum supervision even under pressure.
- 8) Proficiency in English is required and knowledge of French is an added advantage.
- 9) Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

**E. WORK STATION:** AACC Secretariat, Nairobi - Kenya.

**F. EFFECTIVE DATE:** 1<sup>st</sup> July, 2024.

**G. DURATION:** Two (2) Years.

**H. REPORTING TO:** General Secretary.

**I. TERMS:** This is a short-term (full-time) engagement with consolidated salary.

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## J. HOW TO APPLY:

a) Applications should be accompanied by:

- 1) A Cover / Application Letter.
- 2) Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
- 3) Certified copies of both academic and professional qualifications.
- 4) Duly filled Application Form.

b) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY**

**ALL AFRICA CONFERENCE OF CHURCHES**

**WESTLANDS, NAIROBI - KENYA**

**Email: [admin@aacc-ceta.org](mailto:admin@aacc-ceta.org)**

## K. SUBMISSION:

**The deadline for submission is 10<sup>th</sup> June, 2024.**

Only short-listed applicants meeting the above requirements will be contacted.

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