



22nd February 2023

**ALL AFRICA CONFERENCE OF CHURCHES (AACC) – ADVERTISED
POSITION: PROPERTY OFFICER**

Background: The AACC is a fellowship of 204 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lomé, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

Summary of Job Profile: The Property Officer will be responsible for handling and executing day-to-day operations of commercial properties, lease administration for tenants and all matters relating to real estate business.

REPORTING TO: DIRECTOR FOR FINANCE AND ADMINISTRATION (DFA)

A. RESPONSIBILITIES:

1. Managing the Real Estate of the organization e.g,
 - i. Debt Collection by following up on prompt rent payments.
 - ii. Overseeing the overall maintenance of the Real Estate properties.
 - iii. Marketing the facilities to ensure full occupancy.
 - iv. Maintaining good relations with tenants and service providers.
 - v. Procuring and managing stocks needed for the Real Estate.
 - vi. Keeping records of all tenants.
 - vii. Liaising with Country government for necessary permits and rates etc. etc.
2. Perform any other duties that may be assigned from time to time.

B. REQUIREMENTS:

1. Minimum of a Bachelor's degree with focus on Real Estate or Facilities Management.
2. Minimum of 3 years working experience in the real estate / property sector.
3. Negotiation skills: Highly developed negotiation skills is required for negotiations with tenants, county government officials and other stakeholders.
4. Computer skills: Advance knowledge of Microsoft Office software, including Word, Excel, Projects, PowerPoint and Outlook are required.
5. Resident in Kenya.
6. Must demonstrate ability to work independently and with minimum supervision even under pressure.

PRESIDENT: Rt. Rev. Arnold C. Temple • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

SUB-OFFICES

African Union Liaison Office: Nifasilk Lafto 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

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@ceta-aacc.org



**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 20 4441483 • E-mail: secretariat@aacc-ceta.org • Website: www.aacc-ceta.org

C. **WORK STATION:** AACC Secretariat in Nairobi - Kenya.

D. **START DATE:** 15th April, 2023.

E. **DURATION OF EMPLOYMENT:** Two (2) years (Renewable).

F. **REMUNERATION:** Attractive.

G. **APPLICATION:**

1) Applications should be accompanied by:

- i. A Cover Letter.
- ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
- iii. Certified copies of both academic and professional qualifications.

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

**THE GENERAL SECRETARY
ALL AFRICA CONFERENCE OF CHURCHES
P.O BOX 14205 – 00800 WESTLANDS,
NAIROBI KENYA
Or email to: admin@aacc-ceta.org**

H. **SUBMISSION:**

The deadline for submission is 10th March, 2023.

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

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