



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 • Website: www.aacc-ceta.org

INVITATION TO INTERNSHIP - PROGRAMME ASSISTANT

a). Introduction:

All Africa Conference of Churches (AACC-CETA) is a continental ecumenical body that accounts for over 200 million Christians across the continent. It is a fellowship of 208 members comprising of churches, national Council of Churches, Christian Organizations and Theological Institutions in 43 African countries. Kindly visit the organization's website to get more information to inspire you- www.aacc-ceta.org

b). Internship Concept note: AACC was established in April, 1963 and since then has continuously accompanied member churches through Theology and Interfaith Relations among several other programmes. We invite interested persons including college/university students to apply for internship. The intern will be engaged as a programme assistant within Theology and Interfaith Relations Unit. This will provide the intern with an opportunity to gain hands-on experience and practicability of working in an ecumenical faith-based organization.

c). Responsibilities

- i. Assist in coordination, Communication and correspondences within Theology and Interfaith Relations Unit.
- ii. Send out invitations' letters to participants of Theological Institute.
- iii. Draft Letters to facilitators of Theological Institute and Master of Theology in Ecumenical Leadership.
- iv. Respond to emails from applicants of the Theological Institute and Master of Theology in Ecumenical Leadership.
- v. Communicate with participants and facilitators of Theological Institute on issues related to the trip to Abuja- Nigeria (Accommodation details, visa, weather in Abuja, currency – exchange rate etc).
- vi. Communicate with students and facilitators of Master of Theology in Ecumenical Leadership on issues related to the programme.
- vii. Liaise with Rapporteurs for the theological Institute to ensure that reports are submitted to the Executive Secretary by 8th December 2023.
- viii. Assist the Executive Secretary in any administrative tasks assigned to.
- ix. Any other duties that may be assigned by the Executive Secretary.

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

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d). Qualifications

- i. Minimum of a Diploma or Bachelor's degree with focus on communication, Secretarial Studies or any other related field from a recognized institution.
- ii. Good command of written and spoken English (bi-lingual i.e. English - French is an added advantage).
- iii. Must demonstrate ability to work independently and with minimum supervision even under pressure.
- iv. Experience working with theological or faith-based organization is an asset.

e). Deadline for submissions: July 17th 2023, 23:59 hours.

f). Mode of Application – submit the following:

- i. Application / cover letter
- ii. Filled AACC Job Application Form
- iii. Curriculum Vitae
- iv. Copies of Academic and Professional Certificates

g). Work Station: Theology and Interfaith Relations, AACC Secretariat, Nairobi - Kenya.

h). Effective Date: 1st August 2023

i). Duration: Six (6) months (from 1st August, 2023 to 31st January, 2024).

g). Address for submissions: • **Attention:** Fr. Dr. John Njoroge; **Email address:** theology1@aacc-ceta.org

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