

ADVERTISEMENT FOR A SHORT-TERM CONTRACT FOR KENYAN CITIZENS ONLY

POSITION: PROGRAMME ASSISTANT, YOUTH

This role involves a mix of administrative, logistical, and sometimes technical support, ensuring that program activities run efficiently and effectively. The Programme Assist, Youth will provide comprehensive support to the Youth Executive Secretary in organizing, running and reporting the second All Africa Youth Congress on the theme: **“AFRICA: MY HOME. MY FUTURE.”** and its related activities. The position holder will report to the Youth Executive Secretary who works under the supervision of the Director for Gender, Women, Youth and Sustainable Population.

APPLICATION DEADLINE: 7th August 2025

STARTING DATE: 1st September 2025.

CONTRACT PERIOD: 3 months

LOCATION: AACC Secretariat, Nairobi

MAJOR DUTIES AND RESPONSIBILITIES:

Supports the Youth Executive Secretary to:

- Coordinate and oversee the preparations, implementation and reporting of the second All Africa Youth Congress.
- Coordinate travel arrangements, workshop logistics, and other on-the-ground activities related to the organisation of the All Africa Youth Congress (E.g. international & domestic travel – flights, visas, airport transfers etc).
- Organize and oversee the implementation of Pre-AAYC Youth events.
- Handle calls, mail and other communications related to the All Africa Youth Congress
- Prepare reports, presentations, and other documentation.
- Other duties as assigned from time to time.

POSITION REQUIREMENTS (TO BE STRICTLY APPLIED):

- A diploma or bachelor's degree holder in a field related to AACC work (e.g. theology, project management, administration, communication, etc.)
- At least 1-year experience in Programme support in a busy office.
- Strong administrative, organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Excellent written and verbal communication skills in English.
- Ability to work under pressure, prioritize, take direction, and handle varied tasks within deadlines and in a busy working environment.
- Highest level of confidentiality is required.

Application to be addressed to the Director for Finance and Administration attaching a detailed CV, testimonials and letter of motivation to hr-applications@aacc-ceta.org latest by **7th August 2025**.

SUB OFFICES:

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