

VACANCY ANNOUNCEMENT

POSITION: GENERAL MANAGER, DESMOND TUTU CONFERENCE CENTRE (DTCC) HOTEL

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 over 213 Member Churches and Christian Councils and Theological Institutions in 43 African 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.

Desmond Tutu Conference Centre (DTCC) is owned by the AACC - as one of its Strategic Business Units (SBU); situated within the AACC compound on Waiyaki Way, Westlands, Nairobi. The hotel leads in offering a great service in the hospitality industry, with comfortable accommodation of 106 rooms, with state-of-the-art conference rooms, and gym.

The AACC Management is looking for a General Manager to efficiently manage the operations of the hotel.

ABOUT THE POSITION:

1. **TERM OF CONTRACT:** Two years with a possibility for renewal.
2. **KEY ROLES AND RESPONSIBILITIES:**
 - Planning and supervising the business of the Centre to generate revenue as a Strategic Business Unit of the AACC.
 - Ensure proper maintenance of records pertaining to bookings and reservations, housekeeping, services rendered to clients, financial records and guest feedback and evaluation.
 - Ensure prompt billing and timely revenue collection from clients for services rendered.
 - Ensure efficiency in stocks management.
 - Ensure adherence to AACC policy on procurement procedures.
 - Responsible for general operations for all departments within DTCC including, Accounts, Restaurant, Housekeeping, Front Office, Stores, Kitchen and Marketing.

SUB OFFICES:

African Union Liaison Office: Ledta Sub-City, Woreda 03,
Addis Ababa, Ethiopia
Tel: +251 113 851171 / +251 113 851158
E-mail: auliaison@aacc-ceta.org

Lomé Régional Office: 01 B.P. 2268 - Lomé 01, 1235, Rue de la
Paix Bè-Château, Lomé, Togo
Tel: +228 93501626
Email: bureauregional@aacc-ceta.org

- Handling of special attention clients. Welcoming and ensuring their stay is memorable and eventful.
- Monitor and lend oversight to budget implementation and implement effective cost control procedures.
- Establishment of standard operating procedures for all departments.
- Development and implementation of marketing and sales strategies.
- Maintaining and fostering good business relations with all clients of the Centre / Hotel.
- Work closely, transparently, and collaboratively with the AACC Leadership and other staff in the interest of the Conference Centre / Hotel.
- Perform any other duties that may be assigned from time to time by the Appointing authority.

3. **EDUCATION:**

- Bachelor's degree in Hospitality Management, Hospitality Sciences, Food and Nutrition, Business Administration or any other related field; or
- Diploma in Hotel Management holders with exceptional experience may be considered

4. **EXPERIENCE:**

- A minimum of 10 years of work experience acquired from a busy hospitality institution.

5. **COMPETENCIES:**

- Proficiency in computer applications and knowledge of hotel / hospitality softwares.
- Must possess excellent interpersonal skills with ability to interact with individuals from different nationalities and backgrounds.
- Ability to remain calm and work under pressure.
- Be professional and immaculately dressed.
- Be a person of integrity and reliability.
- Have knowledge and experience in managing the human resource.
- Excellent verbal and written communication skills including ability to coach and be a knowledgeable resource.
- Ability to develop effective working relationships and demonstrate collaborative approaches with a broad range of stakeholders.

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- Ability to work in a team, proven ability to work in a stand-alone role, taking initiatives, able to mentor and lead.
 - Quality of discretion in handling confidential and sensitive information.
 - Sensitive to diversity, gender and cultural differences.
 - Proficiency in English, knowledge of French would be an added advantage.
6. **WORK STATION:** Nairobi, Kenya.
 7. **REPORTING TO:** Director for Finance and Administration.
 8. **DEADLINE FOR APPLICATIONS:** 17th January 2025.
 9. **ELIGIBLE TO APPLY:** Residence in Kenya.
 10. **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 hr-applications@aacc-ceta.org indicating the role being applied for in the email subject box.

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AACC JOB APPLICATION FORM

Position applying for:

Would you consider other posts besides the one you have listed above? (Please circle) **Yes / No**

The All Africa Conference of Churches (AACC) is an equal opportunities employer and is committed to diversity amongst its staff and does not discriminate in hiring or terms and conditions of employment because of an individual’s disability, marital status, age or gender. Due to the nature of the work and purpose and ethos of a Christian mission organisation, it is a genuine occupational requirement that the job holder be a Christian.

General notes:

- Applications after the closing date will not be considered.
- Receipt of all applications will be acknowledged and applicants will be notified on whether they have been selected for an interview as soon as possible after the closing date.

Please submit the following:

1. Dully filled application form.
2. Application / Cover letter of not more than two (2) pages stating your reasons for wanting to work with the AACC, as well as your main qualifications and alignments with this specific role.
3. Curriculum Vitae.
4. Copies of academic and professional certificates and transcripts.

| Section 1 – Personal Particulars | |
|--|-------------------|
| Surname | First Name |
| Full Name (as in Passport) | |
| Full address | |
| Mailing address, if different | |
| E-mail address | |
| Mobile Phone No. | |
| Other Contact No. | |

| | | | |
|-----------------------|--|---------------------------|--|
| Date of Birth | | Citizenship | |
| Marital Status | Single/Married/ Divorced/Widowed/ Others:..... | Number of children | |
| Hobbies | | | |

Section 2 – Church Membership

| | | | |
|---|------------------------------------|--|--|
| Name of Denominational Church | | | |
| Are you ordained? YES <input type="checkbox"/> | NO <input type="checkbox"/> | Number of years as member of this church: | |

Section 3 - Educational Background

Please list from the highest qualification.

| Qualification | Name of Institution & Country | Full/Part-time & On-campus/ Remote | From Mth/Yr | To Mth/Yr |
|----------------------|--|---|--------------------|------------------|
| | | | | |
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Other course(s) currently pursuing (if any)

| Qualification | Name of Institution & Country | Full/Part-time; & On-campus/ Remote | From Mth/Yr | To Mth/Yr |
|----------------------|--|--|--------------------|------------------|
| | | | | |
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Section 4 – Employment History

Please start with your most recent employment

| Position Held | Employing Organisation | Country | From Mth/Yr | To Mth/Yr |
|---------------|------------------------|---------|----------------|--------------|
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Section 5 – Current Professional Membership

| Position Held | Professional Institution/Body | Country | From Mth/Yr | To Mth/Yr |
|---------------|-------------------------------|---------|----------------|--------------|
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Section 6 – Personal Disclosure

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|--|------------------------------|-----------------------------|
| 1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Have you ever been declared a bankrupt? If yes, please give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Please indicate any considerations that would affect your acceptance of the job:

Section 7 – Character References

Please note that any job offer is subject to satisfactory references. References will be sought for shortlisted candidates. Please name **3** referees who have worked closely with you in the last 5 years and who can comment on your work ethics and leadership ability. One of the references must be your current or most recent employer.

| Name | Email address | Relationship | Years Known |
|------|---------------|--------------|-------------|
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Section 8 - Declaration

I hereby declare that all the particulars/information given herein are true and correct and I have not willfully suppressed any material facts. I hereby give consent to collection, use and disclosure of my personal data by the AACC (or its agents) for the purpose of the processing and administration by the AACC relating to this attached job application.

Signed:**Date:**

NOTE: Any false declaration or withholding of information will render you to disqualification and if appointed, to a dismissal – without notice and compensation – and/or appropriate legal proceedings.