





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

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**5<sup>th</sup> May 2025**

## JOB ADVERTISEMENT

**PROGRAMME EXECUTIVE:** Policy and Advocacy

**DUTY STATION:** AACC Liaison Office to the African Union, Addis Ababa, Ethiopia

**CLOSING DATE OF ADVERTISEMENT:** Friday, 23 May 2025 at 6pm EAT/Addis Ababa time

The Programme Executive for Policy and Advocacy at the All Africa Conference of Churches (AACC) will be a key player in shaping the organization's influence on African and international policy. This role requires a strong analytical mind, excellent communication skills, and a deep understanding of African political, diplomacy and religious landscapes. This role requires strong collaboration with the Director of the AACC Liaison Office to the African Union & Advocacy. The successful candidate will be a proactive, results-oriented individual with a commitment to the AACC's vision, mission and a passion for influencing positive transformation in Africa, and beyond.

## RESPONSIBILITIES

### POLICY ANALYSIS

- Conduct in-depth analysis of policies, processes, strategies, regulations, and institutions related to Agenda 2063 aspirations, incorporating a faith-based perspective. Identify policy gaps, key actors, and dynamics within Africa and globally.
- Coordinate and conduct desk research on relevant policy issues, identify policy gaps, and develop evidence-based advocacy strategies.
- Monitor policy trends and proposals from the African Union (AU), Regional Economic Communities (RECs), member states, and multilateral institutions, ensuring timely and effective AACC responses. Draft statements and position papers on key issues.
- Support AACC Member Churches and Associate Members in regional and national policy analysis, providing guidance, expert advice, and best practices.
- Lead the planning and execution of evidence gathering processes aligned with AACC's policy needs.
- Facilitate knowledge sharing and best practice dissemination through step-down activities supporting regional and national advocacy interventions.
- Collaborate with AACC internal departments and subject matter experts to ensure coordinated policy and advocacy efforts towards the AU and multilateral institutions.
- Support the Director of the AACC Liaison Office to the AU in power and access mapping, stakeholder engagement, meeting preparation, and direct advocacy and diplomatic engagements.

## **ADVOCACY ACTIONS**

- Develop and implement effective advocacy strategies including identifying key stakeholders, developing messaging, and coordinating advocacy campaigns targeting decision-makers, media, civil society, and policymakers.
- Develop and implement advocacy plans, including identifying key stakeholders, developing messaging, and coordinating advocacy campaigns.
- Identify and coordinate key advocacy opportunities, maximizing positive impact in collaboration with the Director of the Liaison Office.
- Produce high-quality policy and advocacy materials, including talking points, letters, briefing notes, position papers, press releases, and reports.
- Contribute to the overall strategic direction and management of advocacy interventions, ensuring efficiency and effectiveness.
- Develop and implement proactive advocacy campaigns, including research, knowledge dissemination, proposal development, and networking/lobbying.
- Explore funding opportunities and contribute to grant proposal development.
- Support capacity building for AACC Member Churches' advocacy efforts.
- Develop and implement comprehensive advocacy strategies for the AACC.
- Build and maintain relationships with key stakeholders, including policymakers, civil society organizations, and media.
- Work with other AACC's departments and external stakeholders to ensure effective implementation of advocacy strategies.

## **PROGRAM MANAGEMENT**

- Ensure alignment of AACC advocacy interventions with organizational policies, budgets, and implementation plans.
- Have full responsibility of planning, implementing, reviewing, evaluating, budgeting and reporting on activities of AACC's Policy & Advocacy work, especially the work led from the AACC Liaison Office to the AU in Addis Ababa.
- Ensure proper documentation of best programme approaches and practices to promote quality learning and exchanges among member churches and councils.
- Organizing ecumenical engagements, convening meetings and drafting advocacy statements.
- Representing the AACC at relevant meetings (Nationally in Addis Ababa, regional, continental and international).
- Liaising with multilateral bodies, the broader civil society organizations, ecumenical organizations and confessional fellowships on issues related to Advocacy.
- Work in an integrated way with other AACC staff in relevant programmatic intersecting areas in planning, implementation and report writing.
- Work with member churches and ecumenical partners on issues of common interest in planning, implementation and report writing.
- Maintain clear and open lines of communication and collaborate with staff in the AACC Nairobi and Lomé offices.
- Support the Director of the Liaison Office to the African Union in relationships with key partnerships in Africa

- Participate in policy dialogue, provide expert advice, and influence policy-making processes.
- Develop and disseminate project knowledge products such as policy briefs, testimonials, podcasts, significant stories of change and fact sheets, to inform advocacy efforts.
- Monitor the progress and impact of policy and advocacy work of the AACC and provide regular reports on progress. Includes writing reports of and at all stages of the project cycle implementation and drafting reports to funders, and other stakeholders.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED**

- Master's degree (or equivalent) in Political Science, Development Policy, International Relations, Law, Diplomacy, Sociology, Theology or a related field.
- Minimum five (5) years of experience in faith-based organizations or NGOs.
- Proven experience in policy analysis, advocacy, and program management.
- Demonstrated ability to design and implement effective advocacy interventions.
- Strong research skills, including desk research, data analysis, and report writing.
- Experience facilitating policy dialogues and capacity building initiatives for advocacy stakeholders.
- Excellent communication, presentation, and public speaking skills. Proven ability to communicate effectively with diverse audiences.
- Proficiency in English (French is a plus). High level of computer literacy (MS Office Suite).
- Ability to work independently and as part of a team. Sensitivity to diversity, gender, and cultural differences. Willingness to travel and work flexible hours.
- Demonstrated fundraising and grant management experience.
- Experience working with the African Union, member states, government institutions (e.g., electoral management bodies), intergovernmental organizations, multilateral institutions, and the private sector is highly desirable.
- Experience in track two diplomacy is a significant advantage.
- Ability to handle confidential and sensitive information with discretion.

## **Special Note**

1. An applicant must be an active member of AACC member church.
2. The application must be endorsed by a member church.

To apply, download and complete the application form [here](#). The completed application form should be accompanied by:

1. A Cover Letter.
2. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
3. Certified copies of both academic and professional qualifications.
4. Endorsement letter by an AACC member church.

**Send the applications to:**

THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P. O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA

Or email to: [hr-applications@aacc-ceta.org](mailto:hr-applications@aacc-ceta.org) by 23rd May 2025.

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

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**SUB OFFICES:**

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