



CALL FOR JOB APPLICATION

REGIONAL PROJECTS OFFICER AT AMECEA SECRETARIAT

Job Title: Regional Projects Officer

Location: AMECEA Secretariat, Nairobi, Kenya

Job Type: Full-time

Reports to: AMECEA Secretary General

Position Summary

AMECEA and its funding partner Missio Aachen, have designed a new form of collaboration which will allow the local Church to assess its own needs and influence the impact of funded projects. For this reason, it is establishing a regional office, which needs to be staffed with a Regional Projects Officer. At AMECEA Secretariat, we are committed to promote pastoral solidarity among Catholic Bishops' Conferences in eastern Africa. As a Projects Officer, you will play a crucial role in supporting our pastoral programs and helping us achieve our mission through effective funding strategies. We offer a collaborative work environment and a chance to make a meaningful impact in our community.

Key Responsibilities

- a) To process grant applications from AMECEA region and submit to project conferences.
- b) To review and evaluate project reports.
- c) To track and monitor awarded grants to ensure compliance with funder requirements and policies.
- d) To facilitate the development and revision of country policies in collaboration with National Bishops' conferences, under the direction of the Desk Officer at Missio Aachen.
- e) To strengthen subsidiarity in project work by maintaining constant exchange with the Desk Officer at Mission and the Conferences under AMECEA.
- f) To build the capacity of National conferences in developing compelling grant proposals and budgets, aligned with their pastoral strategic goals.

Qualifications

- g) A Master's degree in project management, Accounting/ Business Administration, or a related field.
- h) At least 3 years' experience in grant writing and management, preferably in a non-profit context.
- i) Respectful to the Catholic faith and core values.
- j) Strong understanding of grant making processes and funder requirements.
- k) Independent use of IT and organizational skills.
- Basic understanding of the Catholic Social Teaching.

- Fluent in English language
- Willingness to develop German language skills and to travel to various countries in the AMECEA region. (in Africa and Europe).
- Ability to work independently and collaboratively in a fast-paced environment.
- Willingness to commit for at least 3 years to ensure sustainability and permanence of the regional office.

Application Process

To apply, please submit your resume, a cover letter detailing your relevant experience, a recommendation letter from a religious leader of your faith community to secgeneral@amecea.org by **October 31, 2024**.