



AMECEA

Association of Member Episcopal Conferences in Eastern Africa

Mobile: +254 783 189 081
Email: secgeneral@amecea.org/amecea@amecea.org
Website: <http://www.amecea.org>

Secretariat
Gitanga Road
P.O Box 21191
00505 Nairobi, Kenya

Your Ref:

Our Ref: **Job Title: Project Officer – PIHD Department**

Department: Promotion of Integral Human Development (PIHD)

Location: AMECEA Secretariat – Nairobi, Kenya

Reports to: PIHD Department Coordinator

Duration: Renewable Contract

Job Type: Full-time

Introduction

The Association of Member Episcopal Conferences in Eastern Africa (AMECEA) is a regional body of the Catholic Church that brings together Episcopal Conferences from nine member countries. Through its department for the Promotion of Integral Human Development (PIHD), AMECEA seeks to uphold the dignity of every person by promoting holistic, faith-driven responses to social, economic, and environmental challenges in the region. The Project Officer will play a key role in supporting, coordinating, and enhancing the implementation of PIHD projects in collaboration with AMECEA member conferences, ensuring alignment with Catholic Social Teaching and regional development priorities.

Key Responsibilities

1. Project Coordination and Implementation

- i. Support planning and execution of PIHD-related projects and initiatives within the AMECEA region.
- ii. Able to carry out resource mobilization for the department's mandate.
- iii. Liaise with national conferences, diocesan coordinators, and implementing partners to ensure smooth delivery of project activities.
- iv. Monitor project timelines, deliverables, and budget adherence in collaboration with the PIHD Coordinator.

Honorary Patrons: H.E. Emmanuel Cardinal WAMALA (Uganda); H.E. Polycarp Cardinal PENGO (Tanzania); H.E. Gabriel Cardinal Zubeir WAKO (Sudan);
H.E. John Cardinal NJUE (Kenya); H.E. Berhaneyesus D. Cardinal SOURAPHIEL (Ethiopia); H.E. Protase Cardinal RUGAMBWA (Tanzania);
H.E. Stephen Ameyu Martin Cardinal Mulla (South Sudan);

Executive Board: Rt. Rev. Charles KASONDE Chairman (Zambia); Most Rev. Anthony Muheria Vice Chairman (Kenya); Most Rev. Michael DIDI (Sudan/South Sudan);
Rt. Rev. Evans CHINYEMBA (Zambia); Most Rev. George TAMBALA (Malawi); Rt. Rev. Joseph Anthony ZZIWA (Uganda); Rt. Rev. Rogath KIMARYO (Tanzania);
Rt. Rev. Thomas OSMAN (Eritrea); Rt. Rev. Noel Seyoum FRANSUA (Ethiopia); Very Rev. Anthony MAKUNDE, Secretary General (Tanzania);

2. Monitoring, Evaluation, and Learning (MEL)

- i. Assist in the development and application of MEL tools and systems.
- ii. Collect and analyze project data, track indicators, and assess impact.
- iii. Contribute to the development of quality reports and documentation for internal and external audiences.

3. Capacity Building and Technical Support

- i. Organize and facilitate training workshops, webinars, and learning events.
- ii. Provide ongoing technical and strategic support to country teams and diocesan offices.
- iii. Promote best practices and innovation in project implementation and community engagement.

4. Communication and Documentation

- i. Prepare and disseminate communication materials such as newsletters, success stories, and policy briefs.
- ii. Document lessons learned, case studies, and impact narratives from the field.
- iii. Ensure proper filing and safeguarding of project documentation.

5. Advocacy and Networking

- i. Represent AMECEA PIHD Department in regional forums, donor meetings, and faith-based networks.
- ii. Build and maintain strategic partnerships with Church institutions, NGOs, government agencies, and development partners.
- iii. Advocate for policies and programs that promote justice, peace, sustainable livelihoods, and environmental stewardship.

Qualifications and Experience

- Bachelor's degree in Development Studies, Social Sciences, Theology, Project Management, or a related field. A Master's degree is an added advantage.
- Minimum of 3 years of experience in project implementation, preferably within Church-based or faith-based organizations.
- Experience in resource mobilization proposal writing and project execution

- Proven experience in coordinating multi-country or regional development projects in areas of Peace building, care for environment etc.
 - Familiarity with Catholic Social Teaching and Church structures in Eastern Africa.
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Skills and Competencies

- Strong project planning and management skills
 - Excellent written and verbal communication
 - Data analysis and reporting skills
 - Proficiency in Microsoft Office Suite and basic project management tools
 - Team-oriented with the ability to work independently and cross-culturally
 - Fluency in English; knowledge of French, Kiswahili, or other regional languages is an asset
 - Willingness to travel regularly across the AMECEA region
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Core Values and Expectations

- i. Demonstrated commitment to the mission and values of the Catholic Church and AMECEA
 - ii. High ethical standards, integrity, and respect for human dignity
 - iii. Active participation in Church life is highly desirable
 - iv. Strong alignment with the principles of Integral Human Development, including justice, peace, care for creation, and the common good
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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 the AMECEA Secretary General - secgeneral@amecea.org by 30th July 2025.

Only shortlisted candidates will be contacted.