



AMECEA

Association of Member Episcopal Conferences in Eastern Africa

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

Your Ref:

CALL FOR JOB APPLICATION

Our Ref:

REGIONAL ASSISTANT PROJECT OFFICER AT AMECEA SECRETARIAT

Job Title: Regional Assistant Project 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. A regional office was established that requires an Assistant Project Officer. At AMECEA Secretariat, we are committed to promote pastoral solidarity among Catholic Bishops' Conferences in eastern Africa. As Assistant Project 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.
- g) Keeping up to date with changes in grant funding policies and procedures

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);
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Rt. Rev. Thomas OSMAN (Eritrea); Rt. Rev. Noel Seyoum FRANSUA (Ethiopia); Very Rev. Anthony MAKUNDE, Secretary General (Tanzania);

Qualifications and Personal attributes

- a) A degree in project management, Accounting/ Business Administration, or a related field.
- b) At least 3 years' experience in grant writing and management, preferably in a non-profit context.
- c) ICT - Good command of Microsoft Office tools, word processing, data handling and processing, presentation, operating systems and internet.
- d) Respectful to the Catholic faith and core values.
- e) Strong understanding of grant making processes and funder requirements.
- f) Analytical and organizational skills.
- g) Basic understanding of the Catholic Social Teaching.
- h) Fluent in English language
- i) Willingness to develop German language skills and to travel to various countries in the AMECEA region and beyond when required.
- j) Ability to work independently and collaboratively in a fast-paced environment.
- k) 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 the AMECEA Secretary General - secgeneral@amecea.org by 20th July 2025.