AMECEA
Association of Member Episcopal Conferences in Eastern Africa

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Secretariat
Gitanga Road
P.O Box 21191
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Your Ref:

Our Ref:

Call for Applications

Office Administrator/Assistant

Bakhita Regional Girls Initiative (BRGI)

LOCATION	REPORTS TO	CONTRACT	DEADLINE
Nairobi, Kenya	BRGI Project Manager	Full-time, renewable	16 November 2026

ABOUT THE ROLE

The Association of Member Episcopal Conferences in Eastern Africa (AMECEA) seeks a well-organized and dedicated Office Administrator/Assistant for the **Bakhita Regional Girls Initiative (BRGI)**, a flagship programme of the Secretariat. Rooted in Catholic Social Teaching, BRGI works with National Associations of Sisterhood and partner schools in Kenya, Uganda, Malawi, Tanzania and Zambia to help vulnerable girls access, stay in and complete quality education.

KEY RESPONSIBILITIES

Office administration

- Run the BRGI office day to day: front desk, visitors, telephone calls and correspondence; serve as first point of contact for partners, Church institutions and schools.
- Manage office supplies, equipment and inventory, and coordinate procurement in line with AMECEA policies.
- Maintain secure, confidential physical and electronic filing systems.

Programme, logistics and finance support

- Organize meetings, workshops, webinars and learning events: venues, invitations, travel, accommodation and participant lists.
- Prepare meeting materials, take minutes, follow up on action points, and remind partners of work plan and reporting deadlines.
- Prepare payment requests, manage petty cash and support budget tracking and audit documentation with the finance office.

Data and documentation

- Support data entry for the Grant Performance Monitoring Tool (GPMT) and other MEAL tools.
- Keep databases of beneficiaries, partner schools and National Associations of Sisterhood up to date.
- Maintain an organized archive of reports, photographs, success stories and communication materials.
- Perform other duties as assigned by the Project Manager or the Secretary General.

Honorary Patrons: H.E. Emmanuel Cardinal WAMALA (Uganda); 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):

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REQUIREMENTS

- Bachelor's degree in Office or Business Administration, Secretarial Studies or a related field.
- At least two years' experience in office administration, preferably in a Church-based, faith-based or non-governmental organization.
- Experience organizing meetings, events and travel, and supporting basic finance and procurement processes.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and online meeting platforms; good record-keeping and data skills.
- Strong organization, attention to detail, high integrity and discretion, and excellent written and spoken English; able to work independently and in teams across cultures, with occasional travel in the region.
- Familiarity with Catholic Social Teaching and Church structures is an added advantage.

HOW TO APPLY

Send an application letter and a detailed CV with three professional referees to applications@amecea.org and copy secgeneral@amecea.org with the subject line "Application – BRGI Office Administrator", by **16 November 2026**.

Only shortlisted candidates will be contacted.

