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:

Call for Applications

Project Manager

Bakhita Regional Girls Initiative (BRGI)

LOCATION	REPORTS TO	CONTRACT	DEADLINE
Nairobi, Kenya	Secretary General	Full-time, renewable	16 November 2026

ABOUT THE ROLE

The Association of Member Episcopal Conferences in Eastern Africa (AMECEA) seeks an experienced Project Manager to lead the **Bakhita Regional Girls Initiative (BRGI)**, a flagship programme of the Secretariat. Rooted in Catholic Social Teaching and the long service of Catholic Sisters to marginalized communities, 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, opening pathways to dignity, self-reliance and sustainable livelihoods.

KEY RESPONSIBILITIES

Programme management and MEAL

- Plan and oversee BRGI implementation across the five countries, including the budget, work plan and Grant Performance Monitoring Tool (GPMT).
- Coordinate delivery with the Secretaries General of the National Associations of Sisterhood.
- Develop and run the programme's MEAL system: collect and analyse data, track performance and assess impact.
- Produce quality reports and documentation for internal and external audiences.

Capacity building

- Organize training workshops, webinars and learning events, and give ongoing technical support to national teams and partner schools.
- Promote good practice and innovation in implementation and stakeholder engagement.

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):

Executive Board: Most Rev. Gervas John Mwasikwabhila Nyaisonga Chairman (Tanzania): Most Rev. Anthony Muheria Vice Chairman (Kenya); Rt. Rev. Martin Mtumbuka (Malawi); Rt. Rev. Evans CHINYEMBA (Zambia); Rt. Rev. Stephen Nyodho Majwok (Sudan/South Sudan) ; Rt. Rev. Joseph Anthony ZZIWA (Uganda); Rt. Rev. Evans Chinyama Chinyemba OMI, (Zambia); Rt. Rev. Thomas Osman OFM Cap., (Eritrea); Rt. Rev. Noel Seyoum FRANSUA (Ethiopia); Rt. Rev. Vincent Cosmas Mwagala, (Tanzania); Very Rev. Fr. Andrew Kaufa- (SMM) Secretary General (Malawi)

Partnerships, advocacy and resource mobilization

- Represent BRGI in regional forums, partner meetings and the Catholic Sisters Initiative (CSI) network.
- Build partnerships with Church institutions, NGOs, government agencies and development partners, and advocate for girls' education.
- Mobilize resources to sustain and expand the programme; prepare newsletters, success stories and advocacy briefs.
- Perform other duties as assigned by the Secretary General.

REQUIREMENTS

- Master's degree in Development Studies, Social Sciences, Project Management or a related field.
- At least three years' experience in project management, preferably in a Church-based or faith-based organization.
- Sound knowledge of Catholic Social Teaching and Church structures.
- Strong planning, data analysis and reporting skills; excellent written and spoken English; proficiency in MS Office and project management tools.
- Able to work independently and in teams across cultures, and to travel regularly within the AMECEA region.
- Experience in resource mobilization and proposal writing is an added advantage. Preference will be given to Catholic Sisters.

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.

