



VACANCY ANNOUNCEMENT

On behalf of the Fellowship of Christian Councils and Churches in the Great Lakes and Horn of Africa (FECCLAHA), a regional ecumenical Organization whose membership consists of councils and churches in Burundi, Democratic Republic of Congo (DRC), Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania, and Uganda; CORAT Africa seeks to recruit a highly motivated **Executive Director** to be based at the FECCLAHA Secretariat in Nairobi, Kenya. The Executive Director reports to the Chairperson, Executive Committee.

Summary of Major functions of the Executive Director:

- Is responsible for the overall leadership, representation and effective management of FECCLAHA Secretariat in the realization of the mandate of FECCLAHA.
- Ensures programme design, development and implementation in line with FECCLAHA Strategy.
- Enables effective fellowship and ecumenical coordination and cooperation by maintaining a close working and consultative relationship with the membership as well as with other relevant collaborating partners.
- Initiates and supports fundraising efforts and ensures efficient financial control and management of programme activities including effective internal control systems to promote financial accountability
- Ensures that financial transactions are conducted in accordance with FECCLAHA policies and procedures.

Required competencies, technical skills, experience and age for the position:

- Must be a committed Christian with integrity and commitment.
- Relevant Master's degree with minimum of 7 to 10 years of relevant experience in peace building, governance and/or gender and ecumenical collaboration.
- Ability to build effective internal and external relationships, involves others when solving problems and treats others with respect.
- Proactively finds innovative and creative solutions, is efficient, reliable, decisive and adapts to change and uncertainty.
- Ability to analyze changing operational contexts and policy developments and to optimize and take advantage of emerging opportunities.
- In depth understanding of regional issues relevant to FECCLAHA including peace building and conflict transformation, proliferation of Small Arms and Light Weapons, political governance and Gender justice.
- Good understanding of ecumenical context and relevance of Churches and faith-based operations and actors in advocacy and development work.
- Highly developed interpersonal and communication skills.
- Ability to work flexibly in a networked and multi-cultural environment.
- Knowledge of ecumenical landscape in the Great Lakes and Horn of Africa is an advantage.
- Fluent in English language with demonstrated written skills.
- Applicants fluent in both English and French are more desired.
- Aged between 40 and 55 years

Interested and qualified candidates should forward their Motivation letter and CV with contact addresses, email and telephones of three referees. Please indicate your current and expected salary and also your current employer to the address here below. Submit your application not later than **31st January 2019**. *Only shortlisted candidates will be contacted.*

Managing Director, CORAT Africa P.O Box 42493 – 00100 Nairobi, Kenya
Email: corat@coratafrica.com

POSITION DESCRIPTION

Position Title: Executive Director; based in Nairobi, Kenya.

Reporting to: The FECCLAHA Chairperson.

Role: To provide leadership in the implementation of FECCLAHA's vision, mission and objectives as articulated by the General Assembly, Executive Committee and the Strategic Plan.

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Duties and Key Responsibilities:

Leadership, networking and representation:

- Provides overall leadership in the implementation and upholds FECCLAHA's vision, mission and objectives; and leads FECCLAHA strategies in the Great Lakes and Horn of Africa.
- Offers leadership to staff and overall functioning of the Secretariat and develops a highly motivated team of staff; ensuring adherence to FECCLAHA policies and procedures.
- Facilitates fellowship among FECCLAHA members and accompanies them in the implementation of their activities.
- Enables effective fellowship and ecumenical coordination and cooperation by maintaining a close working and consultative relationship with the membership as well as with other relevant collaborating partners.
- Ensures timely and effective reporting to member churches and national councils of churches, ecumenical and development partners.
- Networking, promoting and representing FECCLAHA in various organizations and forums nationally, regionally, continentally and internationally including developing effective co-operation with other ecumenical organizations such as the AACC, WCC, FECCIWA, FOCCISA; and ACT Alliance networks.

Programme

- Oversees and supports programme design, development and implementation as well as monitoring and evaluation in line with FECCLAHA Strategy.
- Strengthens and supports FECCLAHA members in the implementation of their activities including advocacy and alignment of Members' work to the FECCLAHA Strategic Plan.
- Ensures that standards of excellence are set and maintained in every sphere of activities.

Finance and Fundraising

- Ensures efficient financial control and management of programme activities including effective internal control systems to promote financial accountability and ensures that financial transactions are conducted in accordance with FECCLAHA policies and procedures.
- Supervises efficient development and management of the Secretariat budget and resources;
- Initiates and supports fundraising efforts for the implementation of FECCLAHA programmes and projects, liaises and engages with ecumenical and other funding/development partners.

Required competencies, technical skills, experience and age

- Must be a committed Christian with integrity and commitment;
- Relevant Master's degree with minimum of 7 to 10 years of relevant experience in peace building, governance and/or gender and ecumenical collaboration.
- Ability to build effective internal and external relationships, involves others when solving problems and treats others with respect.
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow and acts as a role model.
- Proactively finds innovative and creative solutions, is efficient, reliable, decisive and adapts to change and uncertainty.
- Ability to analyze changing operational contexts and policy developments and to optimize and take advantage of emerging opportunities.
- In depth understanding of regional issues relevant to FECCLAHA including peace building and conflict transformation, proliferation of Small Arms and Light Weapons, political governance and Gender justice.
- Good understanding of ecumenical context and relevance of Churches and faith-based operations and actors in advocacy and development work.
- Highly developed interpersonal and communication skills.
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