

ALL SAINTS' CATHEDRAL, NAIROBI

This document contains the job description and requirements for the position of Assistant Provost and the instructions on the application process. Please scroll to the end to access the links for the application process.

JOB DESCRIPTION

1.0 Job Identification

1.1	Job title:	Assistant Provost
1.2	Reports to:	Provost
1.3	Direct reports:	Ministry Heads of Departments
1.4	Location:	All Saints Cathedral Church (ASC) Nairobi
1.5	Term:	Five Year contract renewable once

2.0. General Purpose of the Job

The Assistant Provost is the principal assistant to the Provost and operationally coordinates the Ministry activities at the Cathedral. In addition, the Assistant Provost supports the Provost in offering oversight on administration, management, and the delivery of the Strategic Plan.

3.0. Key Duties / Responsibilities

1. Perform core ministerial duties including preaching, leading services, counseling, and pastoral visitations.
2. In liaison with the office of the Provost;
 - a) Coordinate Diocesan and Provincial services and activities that are hosted at the Cathedral
 - b) Identify and prepare leaders, volunteers and interns for Ministry
 - c) Prepare reports for presentation to the PCC and AGM.
 - d) Mobilize and generate resources for Ministry programs.
 - e) Coordinate local and international linkages and partnerships.
 - f) Oversee cathedral projects and programs.
3. Supervise Ministry HoDs through annual target setting, monthly review meetings as well as conducting mid and end year performance appraisals.
4. Design and implement capacity building activities for ministry staff (both internal and external).
5. Oversee the annual Ministry budgeting process by the departments.
6. Serve as the link between ministry staff and management.
7. Ensure that quality and ethical standards and ministry charters are developed and implemented.
8. Coordinate civic education among the congregation.
9. Perform any other duties as may be assigned by the Provost.

4.0. Person Specifications

- 4.1. *Minimum Qualification and Training*: At least a Masters degree from an institution accredited or recognized by the Commission for University Education (CUE). At least one of the degrees should be in theology or divinity. Additional qualifications in leadership and management will be an added advantage.
- 4.2. *Recommendation*: An ordained priest of the Anglican Church and in good standing with the Church as evidenced by an unqualified recommendation by the Bishop currently owed canonical obedience.
- 4.3. *Relevant Experience*: A minimum of 8 years post ordination experience, 3 of which must be in congregational leadership and management of a Parish.
- 4.4. *Skills*: Must have proven leadership, communication, interpersonal and organizational skills with the ability to effectively use technology in day-to-day management.
- 4.5. *Faith*: Born again with demonstrable commitment to Jesus Christ and the word of God and appreciation of the Anglican Church traditions and liturgy.
- 4.6. Demonstrable leadership skills and a team player with high level of creativity and innovativeness.

APPLICATION INSTRUCTIONS

The application will be a **two-step process**:

1. Complete the Online Application Form available on the following link:
<https://forms.gle/NUQoBwuEFVo8a5J29>
2. Send the listed documents to the following email address: asstprovostsearch@ackenya.org.

Documents: CV, cover letter, copies of certificates and testimonials, recommendation letter from your Bishop and from two (2) other referees.

Documents to be received on or before **14 July 2023**.

Only shortlisted candidates will be contacted.