

# **Friends United Meeting announces the search for an Operations Manager for the Africa Ministries Office**

## **Overview:**

The FUM Africa Ministries Office (Kisumu) seeks a dynamic, highly-organized junior professional to join the staff team as an Operations Manager. This person will be responsible for overall office running, financial transactions, bookkeeping, and tracking of plans, tasks and deadlines. The other members of the team will look to this person to complement their skills by providing practical organization of the team's work so that the ministries of FUM can flourish.

## **Personal and professional attributes:**

- Mature Christian faith required. Member of an African Friends church strongly preferred.
- Age between 25 and 40 years.
- Bachelor's Degree preferred.
- Strong bookkeeping experience (CPA I or II preferred)
- Strong administrative experience (minimum three years)
- Proficient in at least one bookkeeping software package, with Sage50 being a distinct advantage
- Proficient with basic computer packages
- Strong written and verbal English skills
- A practical implementer of plans, who can keep the entire staff team on track
- A detail-oriented person who produces work that is organized, accurate and precise
- A team player who enjoys collaborating with others to generate ideas and make plans
- Able to be located in Kisumu
- Occasional travel will be required

## **Remuneration:**

- Gross Pay: 51,750/= per month
- Pension plan
- AAR health insurance cover
- Telephone, travel and other expenses paid as per actual costs

## **To apply:**

Submit a cover letter, resume, educational documents and the contacts for at least three professional references and one reference from a church leader.

Send all materials to the Director of Africa Ministries at [africaministries@fum.org](mailto:africaministries@fum.org).

Only short-listed candidates will be contacted.

Application deadline: 11 September 2020.

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## **FUM's Purpose Statement**

*Friends United Meeting commits itself to energize and equip Friends through the power of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord.*

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## **FUM's Programme Priorities**

- Evangelism
- Leadership Development
- Communication
- Global Partnership

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## **The role of the Africa Ministries Office**

1. to promote and strengthen Quakerism in Africa, to see growth (numerically and spiritually)
2. to unite African Friends to work together as a team
3. to support the development of a healthy model of leadership among African Friends
4. to build fellowship, shared identity and mutual accountability among African Friends through effective communication
5. to mobilize African Friends to "go into all the world" in mission (to see themselves as a sending church rather than a mission field)
6. to facilitate healthy relationships between African Friends and Friends in other parts of the world
7. to preserve and promote the distinctive Quaker faith and spirituality within the African context
8. to support the project partners in best practices in governance, finance, administration and programme planning
9. to encourage Friends to channel funds to African projects through strong systems of integrity and accountability
10. to strengthen the distinctives of Quaker education in the Friends-sponsored schools
11. to promote a holistic approach to mission practice, serving the needs of the whole person and the whole community, and prioritizing the marginalized in our analysis and action
12. to collaborate with other Friends and Christian organizations on shared priorities
13. to develop African funding sources for Friends work