

CERRA-AFRICA Job Advertisements

1.1. Executive Assistant & Strategic Partnerships

CERRA-AFRICA is seeking a highly organized and dynamic Executive Assistant to the Executive Director. This role blends executive administrative duties with strategic partnership engagement. Ideal candidates will have a Bachelor's degree in Business Administration or related field (Master's preferred), 7+ years' experience supporting senior executives, and proven ability in high-level communications and event coordination. Professional certification in project or executive office management is a plus. A proactive and professional demeanor, discretion in handling sensitive information, and top-tier organizational skills are essential.

Key Role & Responsibilities:

1. **Support Strategy Execution:** Work closely with the ED to develop and implement strategic initiatives that align with the organisation's long-term goals. This includes setting priorities, monitoring progress, identifying potential obstacles, and ensuring that projects are delivered on time and within budget.
2. **Calendar and Schedule Management:** Manage the ED's calendar with precision, including scheduling meetings, appointments, and travel arrangements. This involves prioritizing engagements, anticipating scheduling conflicts, and ensuring that the ED's time is used most effectively.
3. **Meeting Coordination and Preparation:** Organize and coordinate all aspects of high-level meetings, from scheduling to follow-up. Prepare detailed agendas, briefing material, and minutes, ensuring that all participants are well-prepared and that action items are tracked and completed.
4. **Communication Liaison:** Serve as the primary point of contact for internal and external communications with the ED. This includes screening and prioritizing emails, calls, and other communication to ensure that the ED is only engaged with the most critical matters, while also maintaining a professional and responsive communication flow.
5. **Document Preparation and Management:** Prepare, proofread, and edit high-level documents, reports, presentations, and correspondence on behalf of the ED. Ensure that all materials are accurate, well-organized, and align with the organisation's branding and messaging standards.
6. **Office Management Support:** Provide support for the ED's office operations, including maintaining office supplies, managing expense reports, and coordinating with other departments as needed.
7. **Event Planning:** Assist in planning and coordinating events, such as board meetings, team retreats, and external engagements, ensuring successful execution and high levels of participation.
8. **Stakeholder Engagement:** Function as a liaison between the ED and key stakeholders, including board members, partners, and clients. Facilitate effective communication, manage expectations, and ensure that the ED's relationships are maintained and strengthened.
9. **Confidentiality and Discretion:** Manage sensitive and confidential information with the highest level of discretion. This includes managing confidential communications, maintaining secure records, and ensuring that sensitive information is not disclosed inappropriately.

Academic Qualifications & Experience:

- Bachelor's degree in business administration, Management, Communications, Public Relations, or a related field.
- A master's degree in a related field.
- Minimum of 7 years of experience in a similar Executive Assistant role, preferably supporting senior executives or C-suite leaders in a fast-paced environment.

- Experience in coordinating cross-functional projects and managing high-level communications and engagements.
- Proven experience in handling confidential information, managing complex schedules, and coordinating international travel logistics.
- Experience working in a multinational or multi-country organization is highly desirable,
- Experience in event planning and management, including the organization of board meetings, leadership retreats, or similar events.

Competencies and Attributes

- **Proactive and Initiative-Driven:** Takes initiative and is self-motivated, able to work independently with minimal supervision while anticipating the needs of the ED.
- **Dependable and Reliable:** Consistently demonstrates reliability, punctuality, and commitment to completing tasks and assignments.
- **Professional Demeanor:** Maintains a high standard of professionalism in all interactions, with a positive and approachable attitude.
- **Detail-Oriented:** Demonstrates a keen eye for detail, ensuring high accuracy and quality in all tasks and deliverables.
- **Resourceful and Solution-Oriented:** Demonstrates a resourceful approach to finding solutions and addressing challenges. Able to think on their feet and manage unexpected situations calmly and efficiently.
- **Resilient and Composed:** Maintains composure and effectiveness under pressure or during times of uncertainty, ensuring stability in the ED's office operations.
- **Team Player:** Willingness to support team members and contribute to a collaborative, supportive work environment

Application procedures

Applications from interested parties should be submitted by **Tuesday, 8th of July 2025** to transformation@radnorconsulting.net

Subject: **Executive Assistant Application** –” Name of Applicant”. Submissions must include:

1. Expression of interest with reasons why the candidate thinks that they are well suited for the role.
2. A summarized CV not exceeding 3 pages with contacts of referees that maybe contacted as part of the evaluation process of the candidate.

We encourage individuals of diverse backgrounds to apply.

1.2. Position: Researcher (3 Positions Available)

The Researcher will Join our Action Research team to deliver high-impact, faith-driven research across Africa. The role requires a bachelor's degree in social sciences, Development, or related field, plus 4+ years' experience in research, preferably with exposure to church-led or NGO projects.

Key Role & Responsibilities:

1. **Project Planning and Execution:** Work under the direction of Senior Researcher to support the development and implementation of project work plans. Participate in technical calls and meetings to ensure the diligent delivery of project goals. Provide detailed notes on stakeholder meetings and coordinate with project team members to ensure progress and timely execution of tasks and deliverables.
2. **Data Management and Reporting:** Support data collection and management for project implementation research. Gather, interrogate, and interpret relevant data to generate reports for internal and external partners.
3. **Administrative and Operational Support:** Provide administrative and operational support for workshops, training, and meetings. Assist in the implementation of improvement strategies and management approaches. Support project team members with tasks such as coordinating activities, documenting minutes, and following up on action points.
4. **Market Intelligence and Business Development:** Participate in new business development opportunities by marketing CERRA-AFRICA's products and services. Develop content for pitches, concept notes, and proposals. Provide market intelligence feedback to ensure appropriate actions can be taken and support marketing activities in compliance with ethical standards.
5. **Technical Assistance and Innovation:** Assist the technical team in working collaboratively with various stakeholders to develop and implement innovative action research strategies. Support the testing and refinement of tools and management approaches, contributing to the enhancement of action research systems and processes.
6. **Analytical Support:** Provide analytical support for projects, business opportunities, and proposals by investigating problems, finding root causes, and developing solutions. Explore and adapt visuals and analytics to support the project, ensuring data-driven decision-making and strategic planning.
7. **Knowledge Management:** Document and share best practices, lessons learned, and innovative approaches. Contribute to the development of knowledge management systems.
8. **Risk Management:** Identify and report project risks. Assist in developing and implementing risk management plans.

Academic Qualifications & Experience:

- At least a master's degree in social sciences: Economics, Sociology, Theology, Anthropology, Psychology, Political Science, Public Administration or related fields and a PhD is preferred.
- At least 4 years' experience as social or theological action research experience,
- Excellent oral & written communication, influencing and selling skills,
- Excellent presentation and negotiation skills
- A course in sales, marketing, business development, entrepreneurship is highly desirable

Competencies and Attributes:

- Self-driven, creative, and flexible, focused on finding innovative solutions to complex problems.
- Outcome-oriented with a proven track record in effective management and driving business development.
- Attuned to public and private sector trends and capable of leveraging this knowledge to drive success.
- Exhibits intrapreneurial qualities, curiosity, flexibility, and agility.
- Embraces continuous learning and professional growth.
- Enthusiastic about actively driving and shaping CERRA-AFRICA's growth and reputation.

Application procedures

Applications from interested parties should be submitted by **Tuesday, 8th of July 2025** to transformation@radnorconsulting.net

Subject: **Researcher** –" Name of Applicant". Submissions must include:

1. Expression of interest with reasons why the candidate thinks that they are well suited for the role.
2. A summarized CV not exceeding 3 pages with contacts of referees that maybe contacted as part of the evaluation process of the candidate. We encourage individuals of diverse backgrounds to apply.

1.3. Financial Accountant

We are looking for a detail-oriented and experienced Financial Accountant to manage accounting operations, financial reporting, and compliance. Applicants should have a Bachelor's degree in Accounting or Finance, be a registered accountant (e.g., ICPAK, ACCA), and possess 4–5 years' experience in financial reporting and regulatory compliance. Familiarity with financial software and Excel is essential.

Key Role & Responsibilities:

1. Executing all accounting operations, including billing, A/R, A/P, GL, and revenue recognition.
2. Ensure timely and accurate monthly, quarterly, and annual financial reports.
3. Maintain compliance with accounting policies and regulatory requirements, implementing changes as needed.
4. Coordinate with external auditors for annual audits and ensure all financial records are prepared for review.
5. Manage the preparation of tax returns and other statutory filings.
6. Any other duties assigned by the Finance and Operations Manager

Academic Qualifications & Experience:

- Bachelor's degree in accounting, Finance, Economics, Business or related field.
- Qualified accountant (ICPAK, ACCA) with 4–5 years' experience.
- Experience in compliance, reporting, and use of accounting software.
- In-depth knowledge of accounting principles, practices, standards, laws, and regulations.
- Experience in the research and consulting sector is an advantage

Competencies & Attributes:

- Strong attention to detail and accuracy in financial matters.
- Excellent organizational and leadership capabilities.
- Proactive in identifying and resolving accounting issues.
- Strong communication skills for interacting with internal and external stakeholders.
- Ability to work under pressure and meet tight deadlines.

Application procedures

Applications from interested parties should be submitted by **Tuesday, 8th of July 2025** to transformation@radnorconsulting.net

Subject: **Financial Accountant** –” Name of Applicant”. Submissions must include:

1. Expression of interest with reasons why the candidate thinks that they are well suited for the role.
2. A summarized CV not exceeding 3 pages with contacts of referees that maybe contacted as part of the evaluation process of the candidate.

1.4. Communication & Engagement Officer

CERRA-AFRICA seeks a commercially savvy individual to support the implementation of CERRA-AFRICA 's

strategic communications, branding, and marketing activities. This role assists in executing marketing strategies, managing content across various platforms, and contributing to the organization's public relations efforts.

Key Role & Responsibilities:

1. **Support Communication, Marketing, and Branding Strategies:** Assist in executing communication, marketing, and branding strategies to enhance CERRA-AFRICA 's visibility and reputation, supporting the overall business objectives.
2. **Content Development and Management:** Create and manage targeted content for various platforms, including blog posts, social media updates, newsletters, and marketing materials, ensuring alignment with the organization's brand voice and messaging.
3. **Digital Marketing Support:** Manage and update digital channels, including the website and social media platforms, to enhance online engagement and brand awareness.
4. **Support Marketing Campaigns:** Assist in planning and executing targeted marketing campaigns and promotional activities to achieve desired outcomes, including audience engagement and lead generation.
5. **Public Relations Support:** Assist in developing press releases, coordinating media outreach, and maintaining positive media relations to position CERRA-AFRICA as a trusted advisor to the Church and society.
6. **Event Coordination:** Coordinate and support the planning and execution of events, such as webinars, workshops, and conferences, to promote CERRA-AFRICA 's services and engage with key audiences.
7. **Market Research and Analysis:** Conduct market research to understand challenges facing the Church and society, and stakeholder needs, providing insights to inform communication and marketing strategies

Academic Qualifications & Experience:

- Bachelor's degree in marketing, Communications, Business Administration, or related field.
- Professional certification from reputable marketing bodies. E.g. Chartered Institute of Marketing (CIM).
- 0 - 2 years of experience in a marketing or communications role.
- Familiarity with digital marketing tools, content management systems, and social media platforms.

Competencies and Attributes:

- Creative and proactive in contributing to marketing initiatives.
- Organized and meticulous, with the ability to manage multiple tasks.
- Strong communication skills and the ability to collaborate effectively with a team.
- Adaptable and responsive to feedback and changing market dynamics.
- Enthusiastic about learning new marketing techniques and tools.
- Strong writing, editing, and verbal communication skills.
- Ability to work collaboratively in a team environment.

Application procedures

Applications from interested parties should be submitted by **Tuesday, 8th of July 2025**

to transformation@radnorconsulting.net. Subject: **Communication & Engagement Officer –**” Name of Applicant”.

Submissions must include:

1. Expression of interest with reasons why the candidate thinks that they are well suited for the role.
2. A summarized CV not exceeding 3 pages with contacts of referees that maybe contacted as part of the evaluation process of the candidate.