

ANNOUNCEMENT!

VACANCY FOR AN ADMINISTRATIVE SECRETARY

National Association of Christian Chaplains (NACC) wishes to recruit an administrative secretary to help in the running of day to day activities of the association across the country. Interested candidates must meet the following minimum requirements:

1. Diploma in administration
2. Possess fund raising skills ability to write project proposals will be an added advantage
3. 3 years experience in the same or related position
4. A Christian with high level of integrity
5. Must be IT literate
6. Must have a Certificate of good conduct
7. Fluent in written and spoken English.
8. Give 3 referees and one must be your pastor.
9. Ability to organize national meetings and conferences.
10. Possess basic accounting skills

Copies of the certificates to be attached together with a CV must be emailed on or before 30th January 2018 to:

**The Secretary,
National association of Christian Chaplains,
Email: naccsecretariat@gmail.com**

Only the shortlisted candidates will be contacted.