

## **Position announcement**

### **FCPT Project Coordinator**

The Friends Church Peace Team (FCPT) is an all-volunteer peacemaking mission of the Friends Church formed in January 2008 by the 1<sup>st</sup> National Quaker Peace Conference under the leadership of Friends Church Kenya, Friends World Committee for Consultation – Africa Section, Friends United Meeting Africa Ministries, United Society of Friends Women Kenya and Quaker Men Kenya. FCPT works through the power of the Holy Spirit to create and sustain multi-ethnic communities with a robust capacity to resolve disputes without resorting to violent conflict.

The FCPT Coordinating Committee seeks to hire a Project Coordinator to carry out the following duties:

- Facilitate communication among FCPT members, volunteers and supporters.
- Coordinate implementation of FCPT programmatic activities.
- Cooperate with the FCPT Treasurer for sound accounting of FCPT resources.
- Organize and manage the FCPT office.
- Develop proposals for funding.
- Support the Chairman and his office in carrying out their leadership responsibilities.
- Respond to inquirers.
- Any other duties as assigned by the FCPT Coordinating Committee.

Duty station: Lubao Friends Peace Center, near Kakamega, Western Province

Salary: 240,000/= per year, plus housing allowance and gratuity

Contract terms: one year, renewable

Expected start date: 3 May 2010

Qualifications:

- age – 25 to 50 preferred
- education – minimum Form IV pass mark
- languages – English and Kiswahili written and spoken fluently
- citizenship – Kenyan
- trained and experienced in a variety of peacemaking methodologies
- computer literacy required
- member of Friends Church required, volunteer experience with FCPT activities will be an advantage
- experience of project coordination required
- basic bookkeeping/accounting experience will be an advantage

To apply, send an email with an expression of interest to Chairman, Friends Church Peace Team at [africaministries@fum.org](mailto:africaministries@fum.org) requesting an application form by return email.

Completed applications are due by 31 March 2010, addressed to Chairman, Friends Church Peace Team, PO Box 478 Kisumu 40100.

Only short-listed candidates will be contacted.