



SYMPOSIUM OF EPISCOPAL CONFERENCES OF AFRICA AND MADAGASCAR

CALL FOR APPLICATIONS

Job Title: Programme Officer – Good Governance Programme

Location: SECAM Secretariat, Accra, Ghana

Reports to: Director of Justice, Development and Peace Commission (JPDC), SECAM

Work Schedule: Full-time – 40 hours/week

Contract Type: Project based employment Contract

Duration of Contract: 2 years

Start date: 1st August 2025

Deadline for Submission of Applications: 10th July 2025

1. Background

The **Symposium of Episcopal Conferences of Africa and Madagascar (SECAM)** is the continental body of the Catholic Church in Africa. It coordinates pastoral, social, and governance-related efforts through two main commissions:

- The **Commission for Evangelisation**
- The **Commission for Justice, Development and Peace (JPDC)**

The **Good Governance Programme**, supported by **SECAM and Partners**, is implemented under the **JPDC**. It seeks to promote just leadership, transparency, civic responsibility, and ethical political engagement across the continent, in line with **Catholic Social Teaching**.

2. Purpose of the Role

The Programme Officer will be responsible for **overall coordination, implementation, and monitoring** of the Good Governance Programme. He will work under the supervision of the **JPDC Director** and collaborate with a wide array of Church and civil society actors. The role also involves strategic engagement with **national and regional Episcopal Conferences**, as well as **liaison with key stakeholders**, including donors and policy actors.

3. Key Responsibilities

A. Programme Oversight & Coordination

- Ensure smooth planning, coordination, and execution of programme activities across Africa.
- Support the implementation of activities through regional and national **Justice and Peace Commissions and Caritas** structures focal points.
- Maintain close collaboration with the **JPDC desks** in **National Conferences** and entities where Caritas and JPDC are merged.

- Facilitate coordination among the Working Groups of SECAM-JPDC (Governance, Environment and Migration), as well as **Catholic Parliamentary Liaison Offices** engaged in public policy and legislative advocacy.

B. Engagement with Regional Church Bodies

- Serve as a key contact for programme matters with **regional episcopal conferences**, including:
 - **ACEAC** (Central Africa)
 - **ACERAC** (Central Africa)
 - **AHCE** (Egypt)
 - **AMECEA** (Eastern Africa)
 - **CEDOI** (Indian Ocean)
 - **CERNA** (North Africa)
 - **IMBISA** (Southern Africa)
 - **RECOWA-CERA** (West Africa)
- Align programme efforts with each region's governance and justice priorities.

C. Monitoring, Evaluation, and Reporting

- Track programme indicators and ensure results-based implementation.
- Prepare high-quality **narrative and financial reports** in accordance with Partners requirements and internal SECAM standards.
- Draft detailed **mission reports** after country visits or regional events.
- Support JPDC Director in integrating governance reporting into SECAM-wide reporting frameworks.

D. Stakeholder Engagement and Representation

- Represent the JPDC at Church and civil society forums related to governance and development.
- Collaborate with CSOs working on democracy, human rights, and social justice, ensuring alignment with Catholic values.
- Work with the **SECAM AU Liaison Office** in Addis Ababa to ensure the programme supports Africa-wide Catholic advocacy at the African Union level.

E. Support to Leadership

- Prepare **briefing materials, talking points, presentations**, and position documents for the **JPDC Director** and other SECAM officials.
- Assist in strategic communication with partners, donors, and ecclesial leadership bodies.

F. Financial Coordination

- Monitor the use of budget lines and ensure alignment with approved financial plans.
- Liaise with the finance team to ensure compliance with donor financial policies.
- Identify financial risks and suggest corrective actions as necessary.

G) Proposal Writing for Future Projects

- Lead the development of **project proposals** to secure funding for future governance and development initiatives, in alignment with SECAM's strategic priorities.
- Identify new **funding opportunities** related to good governance, democracy, peace, and civil society empowerment.
- Coordinate the preparation of **high-quality proposals** for submission to international donors, including Misereor, other EU donors, and private foundations.
- Develop **concept notes**, project plans, and logical frameworks for future proposals, ensuring that the programme's outcomes are measurable and aligned with donor priorities.
- Engage with **national and regional actors**, Church partners, and civil society organizations to identify potential areas for collaboration in new projects.

4. Required Qualifications

- Master's degree in development studies, Political Science, Public Policy, International Relations, or a related field.
- Minimum 5–7 years of experience in project management, preferably with donor-funded governance or Church-based programmes.
- Experience working within **Catholic Church structures**, particularly with **episcopal conferences**, JPDC-type institutions, Caritas, etc.
- Proven competence in donor reporting, budget management, and stakeholder engagement.
- Verifiable Research capacity
- Bilingual in any 2 of the 3 SECAM languages, that is, French, English and Portuguese)
– Minimum: comprehensive understanding of the 2nd Language.

5. Key Skills and Competencies

- Strong understanding of governance and civic engagement in the African context.
- Ability to engage diplomatically with bishops, Church leaders, and political actors.
- High-quality writing, analytical, and reporting skills.
- Strong organisational, coordination, and cross-cultural communication abilities.
- Good knowledge of the **Social Teaching** of the Catholic Church and the structures of the Church at all levels, and commitment to Church values

6. Reporting and Work Relationships

- Directly reports to the **Director of the Justice, Development and Peace Commission (JPDC)**.
- Collaborates with:
 - SECAM Finance and Admin Unit

- SECAM AU Liaison Office
- National and regional episcopal conference JPDC officers
- SECAM-JPDC Working Groups
- Catholic Parliamentary Liaison personnel
- CSO partners and Church-based development actors, etc.

7. Application

To apply to this advert, kindly send your Application letter and C.V. to:

E-mail: secamsg@yahoo.com and secamjpdcdirector@gmail.com

SECAM Secretariat, No. 4 Senchi Street, Airport Residential Area, Accra, GHANA

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