

ANGLICAN CHURCH OF KENYA

Job Opportunity

Applications are invited from qualified individuals for the position of the General Manager of the ACK, Uzima Publishing House based in Nairobi. Details of job specification and guideline for application are as provided here below.

Job Title: General Manager

Organization: Anglican Church of Kenya, Uzima Publishing House Ltd.

Location: West lands, Nairobi

Period: Applications received after ***Friday 8th March, 2024*** will not be considered.

Background

Uzima Publishing House Ltd (UPH) is an Anglican institution established to publish and produce liturgical and devotional resources in both print and electronic forms for the Anglican Church of Kenya. In this regard, UPH is committed to producing and distributing relevant Christian literature to strengthen pastoral ministry and enrich worship life of the church. The institution is also mandated to run a viable enterprise in order to sustain a robust capacity required to fulfil its core mission.

Intent

UPH is looking for a highly motivated General Manager to increase sales opportunities, enhance business strategies and strengthen business connections with our clients and stakeholders. The General Manager will report to the ACK Provincial Secretary, whilst maintaining a working relationship with the Board of UPH. The appointment will be for an initial ***one-year probationary period*** beyond which ***contracts of two years at a time*** can be offered for renewal on satisfactory performance.

Required competencies and academic qualifications

This job will require:

- A creative thinker who understands prevailing market trends and can develop innovative ways to increase product base, revamp marketing strategies and meet revenue targets
- Ability to initiate and manage change to align UPH business to market realities and stakeholder needs.
- Ability to connect with a large religious stakeholder community and consultatively provide products that meet the church's needs for educational, liturgical and devotional resources

- Thorough knowledge of the ministries and structure of the Anglican Church of Kenya and a member in good standing of his/her local church/diocese
- Faithfulness to Biblical orthodoxy and Anglican traditions
- Working knowledge in Kenyan tax laws, business environment and networking skills
- Leadership acumen with ability to connect with staff, clients, the board and ability to provide strategic direction and oversee efficient implementation of tasks
- A person with emotional intelligence and people management skills
- A person of tested and demonstrable integrity and commitment to the ideals of UPH
- **Recommendation letter from parish vicar and an endorsement by the diocesan bishop**

Minimum academic qualifications

- A holder of Masters Degree where the Bachelors and/or Masters should be in any one of the following areas of study:

Commerce, Business Administration, Marketing, publishing and information sciences, Business and information technology

Experience

- Over 10 years work experience with at least 5 or more years in senior managerial position
- Working knowledge in book publishing
- Record of achievements in business management and effecting demonstrable growth
- Administration and human resource management
- Strategic Planning, financial oversight and policy-driven management

Job specification

- Initiate and oversee institutional review of UPH with a view to revamping business model, and strengthening governance and management structures
- Review existing business processes and developing long and short-term strategies to spur growth and business sustainability
- Strengthen working relationships with the existing stakeholders and enhancing business opportunities
- Create new client base by innovating and expanding product range and streamlining the sales process

- Identify, review and manage existing and emerging risks that might be preventing growth of the publishing house
- Responsively developing products that meet emerging needs of the stakeholders and other key market segments
- Plan and implement annual cycle of production including of materials with dated timelines
- Managing day to day operations of the publishing house and providing leadership to the staff

How to Apply

Send your resume and copies of certificates with a cover letter to:

The Provincial Secretary
 Anglican Church of Kenya
 2nd Floor, Eastern Wing ACK Garden House, 1st Ngong Ave
 P.O. Box 40502-00100 Nairobi Kenya
 Tel. +254 (0) 710 840 388 / (0)727 478 294
 Email: ackpsoffice@ackkenya.org

Note:

1. Applications will not be accepted after close of business on ***Friday 8th March, 2024.***
2. Only shortlisted candidates will be contacted.
3. On the day of interview, shortlisted candidates will be required to submit a letter of recommendation from their parish vicar with an endorsement by the diocesan bishop.