



VACANCY ANNOUNCEMENT

POSITION: PRE- OPENING GENERAL MANAGER

REPORTING TO: DIRECTOR FOR FINANCE AND ADMINISTRATION

ABOUT THE AACC:

The All Africa Conference of Churches (AACC) is a continental ecumenical body that accounts for over 200 million Christians across the continent of Africa. It is the largest fellowship of Protestants, Anglican, Orthodox, and African Instituted Churches with membership of over 213 Member Churches and Christian Councils and Theological Institutions in 43 African countries. The organization has its Secretariat in Nairobi - Kenya, a Regional Office in Lomé - Togo and an Advocacy & AU Liaison Office in Addis Ababa - Ethiopia.

The organization has hotel with state of the art conference facilities. Management is looking for a self-motivated Pre-Opening General Manager to support in the timely and smooth opening of the hotel. Based on performance, the incumbent will transition into the hotel's General Manager after opening.

WORK STATION: AACC Desmond Tutu Conference Centre / Hotel, Nairobi - Kenya.

STARTING DATE: 1st August, 2026

DEADLINE FOR APPLICATIONS: 19th June, 2026

ELIGIBLE TO APPLY: Residence of Kenya

TERM OF CONTRACT: Two (2) years renewable best on performance

Key Roles and Responsibilities:

Job Purpose

The Pre-Opening Manager is responsible for leading and coordinating all activities required to successfully launch and operationalize a Best Western franchised hotel before official opening to the public. The role ensures the property is fully compliant with Best Western brand standards, operationally ready, legally compliant, and staffed with a competent team before the official opening date.

The General Manager oversees all daily operations of hotel, ensuring high guest satisfaction, staff efficiency, profitability and high property standards to enhance the hotel's reputation

Pre-Opening General Manager

Key Responsibilities

1. Pre-Opening Project Coordination
2. Brand Compliance & Franchise Coordination
3. Operational, Recruitment & Human Resource Setup
4. Systems & Technology Implementation
5. Opening Readiness & Launch Execution

General Manager

Key Responsibilities

1. Managing the general operations for all departments including, Restaurant, Housekeeping, Front Office, Stores, Kitchen and Marketing.
2. Planning and supervising the business of the Hotel to generate revenue as a Strategic Business Unit of the AACC including preparing budgets, managing expenses, setting room rates, monitoring revenue, and maintaining financial records
3. Welcoming guests ensuring their stay is memorable and eventful, resolving complaints promptly to maintain high satisfaction scores and maintaining and fostering good business relations with all clients of the Hotel
4. Ensure proper maintenance of records pertaining to bookings and reservations, housekeeping, services rendered to clients, financial records and guest feedback and evaluation.
5. Ensure adherence to Hotel policy on procurement procedures and efficiency in stocks management.
6. Establishment of standard operating procedures for all departments.
7. Development and implementation of Sales, Marketing & Business strategies.
8. Work closely, transparently, and collaboratively with the AACC Leadership and other staff in the interest of the Hotel.
9. Ensuring compliance with health, safety, and licensing regulations, as well as maintaining building security
10. Perform any other duties that may be assigned from time to time by the Appointing authority.

Qualifications & Experience

- Bachelor's Degree in Hospitality Management, Hotel Management, Business Administration, or related field.
- Minimum 5–8 years' experience in hotel operations.

- At least 2–3 years in pre-opening or hotel project management preferred.
- Experience working with international hotel brands or franchise systems is an added advantage.
- Strong understanding of hotel operations including marketing, budgeting, staffing, and brand compliance.

APPLICATION:

- 1) Applications should be accompanied by:
 - i. A Cover Letter.
 - ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
 - iii. Certified copies of all qualifications.
 - iv. Filled Job Application Form.
- 2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY
ALL AFRICA CONFERENCE OF CHURCHES
P.O BOX 14205 – 00800 WESTLANDS,
NAIROBI KENYA
Or email to: hr-applications@aacc-ceta.org**

SUB OFFICES:

African Union Liaison Office: Ledta Sub-City, Woreda 03,
Addis Ababa, Ethiopia
Tel: +251 113 851171 / +251 113 851158
E-mail: aulliaison@aacc-ceta.org

Lomé Régional Office: 01 B.P. 2268 - Lomé 01, 1235, Rue de la
Paix Bè-Château, Lomé, Togo
Tel: +228 93501626
Email: bureauregional@aacc-ceta.org