

**Comundo places and accompanies professionals on assignments in Africa and Latin America and is the leading Swiss organization for personnel development cooperation. The cooperation with local partner organizations contributes to the sustainable improvement of the living conditions of children, youth and older people. We offer you the chance to share your knowledge and experience and at the same time set a unique milestone in your biography!**

## School management and business development specialist

<b>Country, Place:</b>	Kenya, Kisumu
<b>Partner Organisation:</b>	County Government of Kisumu, Department of Education
<b>Duration:</b>	2 – 3 years
<b>Start of assignment:</b>	by agreement

The Government of Kenya is committed to promoting Technical and Vocational Education and Training (TVET) as stipulated in Article 55 of the Constitution of Kenya 2010. The aim is to provide a quality education that prepares students for global competitiveness. However, the implementation of the goal of TVET is faced with difficulties. The missing linkage of training to labour market needs, the strong theoretical orientation of training and the low income that most colleges generate from their production, among others. Kisumu County on Lake Victoria runs 26 TVET Centres.

### Your activities/tasks

As a Comundo co-worker, you will be part of Comundo's country program in Kenya. You will contribute to strengthening the TVET system in Kisumu County so that vulnerable children and youth can have better professional and social prospects by developing relevant skills through high-quality and inclusive Technical and Vocational Education and Training.

Based in one of the "Centres of Excellence" in Kisumu you will provide support to improve the management and administration systems of the centres, ensure that Managers of the 26 TVET Centres are able to run their centres effectively and efficiently and that the colleges develop their production side to increase their financial sustainability. Among others you will:

- Do organizational capacity assessments of the colleges and training needs assessments of their staff.
- Suggest introduction of improved management and administration systems for the management of resources and student administration and support improvements.
- Develop a model for colleges to improve their production units and assist in implementing the model.
- Assist in improving course administration.
- Organize and conduct training and coaching for center managers.

### Your profile

- Solid qualification in education management or business administration.
- Proven experience in the running of schools, colleges, or other educational facilities.
- If possible, working as a teacher or trainer of trainers/teachers
- Experience with the development of administrative systems and data management.
- Substantial computer literacy and very good command of the English language

### **General requirements**

- Completed vocational or tertiary education
- At least 2 years of professional experience
- Between 25 and 60 years old.
- Resident in Switzerland or Germany
- Intercultural competencies and the ability to act in diverse contexts
- Good physical and mental health
- Ability to work independently and in a team
- High social skills and intercultural sensitivity
- You are motivated to live a simple lifestyle
- You are prepared to contribute to public relations and fundraising

### **We offer**

- An exciting working environment with ample space for initiative, participation and intercultural contacts
- An adequate preparation
- Introduction to the situation of the country of assignment and local support
- Living and insurance costs during your assignment
- Travelling costs in both directions
- Initial financial aid after your return

### **Application Procedure**

Before submitting a written application, we recommend that you contact Comundo and attend an information event in your region. This will provide you with more detailed information about the application procedure, the working conditions, the working culture and benefits. You will find the respective dates as well as more information on our website: [www.comundo.org](http://www.comundo.org)

### **Contact**

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