

Comundo places and accompanies professionals on assignments in Africa and Latin America and is the leading Swiss organisation 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!

Knowledge Management and Quality Assurance Specialist

Country, Place:	Kenya, Nairobi
Partner Organisation:	Grassroots Nest for Innovation and Change (GRIC)
Duration:	2 – 3 years
Start of assignment:	As soon as possible

Knowledge Management and Quality assurance play a crucial role in the development and sustainability of organisations to enhance innovation and competitiveness, support effective decision making, enhance research and development and strengthen capacity building,

GRIC is a locally led organisation active in the education sector that is committed and passionate about promoting community-based learning and sustainable development in vulnerable communities. Their education program is tailored to promote holistic learning and acquisition of foundational literacy and numeracy skills by learners furthest behind. To achieve this, GRIC partners with grassroots organizations to bring about positive change in the communities.

Your activities / tasks

As a Comundo Co-worker, you contribute to the goals of the country program in Kenya. You will contribute to strengthening the Knowledge Management and Quality Assurance systems at GRIC and be based at the GRIC offices in Nairobi. You will:

- Strengthen the integrity in the process of collecting and analysing information.
- Design the GRIC information flow system and contribute to the setting up on a knowledge hub
- Assist in making meaning of information.
- Introduce new KM tools,
- Make information accessible for the wider constituency.
- Document Best Practices of GRIC education work

Your profile

- Solid qualification in education, education management, knowledge management or quality assurance
- Practical Experience in Knowledge Management, Quality Assurance and monitoring.
- Strong data analytics skills; both qualitative and quantitative.
- Overall understanding of information flow processes from input to presentation.
- A keen eye to detail and utilization of information to make decisions.
- Familiarity with project management tools, education methodologies, and best practices
- Substantial computer literacy and very good command of the English language

General requirements

- At least 2 years of professional experience
- Residence in Switzerland or Germany
- Good physical and mental health
- Ability to work independently and in a team
- High social competence and intercultural sensitivity
- Willingness to live a modest lifestyle
- Willingness to collaborate and participate in awareness and fundraising activities

We offer

- An interesting working environment that offers space for self-initiative, participation and intercultural human relations.
- Adequate preparation
- Introduction to the country context and accompaniment on site
- Coverage of living costs and insurance for the duration of the stay
- Coverage of round-trip travel expenses, flat rate for furniture, school fees, etc.
- Financial support for reintegration after the mission.

Application Procedure

Before submitting a written application, we recommend that you contact Comundo and attend an online information event. 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

Contact

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