

Comundo places and accompanies co-workers on assignments in Africa and Latin America and is the leading Swiss organisation for personnel development cooperation. The cooperation with local partner organisations contributes to a sustainable improvement of the living conditions of children and youths. We offer you the chance to share your knowledge and set a unique milestone in your biography!

Advisor ICT, Digitalization and Project Management

Country, Place:	Katima Mulilo, Zambezi Region, Namibia
Partner Organisation:	Directorate of Education, Innovation, Youth, Sports, Arts and Culture (DEIYSAC) Zambezi
Duration:	2 – 3 years
Start of Assignment:	according to arrangement

The Ministry of Education, Innovation, Youth, Sports Arts and Culture (MEIYSAC) Namibia is a longstanding partner organization of Comundo and is committed to delivering a fair and inclusive education for all children and youth. In addition, the Ministry promotes Namibian sports, arts and culture in favor of national unity and in consideration of its diversity.

The Comundo Country Programme Namibia contributes significantly to a better education for all children and youth. To achieve this goal, we collaborate with the Ministry of Education, the regional Directorates of Education, and different NGOs. The Partner Organisation for this assignment is the Directorate of Education Zambezi, which is a regional Directorate under the Ministry of Education, in the Zambezi Region in the north-east of Namibia.

Your activities / tasks

The DEIYSAC Zambezi is committed to delivering fair and inclusive education to all children. However, the region faces challenges in ICT infrastructure, digitalization and project management. As an ICT, Digitalization and Project Management Advisor, you will play a critical role in supporting the DEIYSAC to improve access to quality education by advancing the digital infrastructure and fostering ICT skills in schools and the regional government office. Among others, you will conduct the following tasks:

- **ICT Infrastructure Development:** Assist in planning, upgrading, and optimizing ICT resources in schools and the regional office.
- **Project and Change Management:** Support various projects of the Directorate and support with change management
- **Capacity Building:** Provide training in MS Office, ICT skills, and project management to the Computer Technician, Education Officers, teachers, and management staff.
- **Process Optimization:** Support the long-term planning, maintenance, and execution of digital projects, ensuring better operational efficiency in ICT.
- **Networking:** Facilitate collaboration between the ICT and General Service sub-divisions and other stakeholders within the education sector, promoting best practices and innovation.

Your profile

- Degree in Business Administration, IT, System Administration, or a related field
- Professional experience in ICT development and transformation
- Experience in training adults, workshop facilitation, and capacity building
- Experience in networking and best practices sharing
- Experience in working with government institutions welcome

General requirements

- Completed vocational or tertiary education
- At least 5 years of professional experience
- Between 30 and 60 years old
- Resident in Switzerland or Swiss citizenship
- Professional Working Proficiency
- Intercultural competencies and the ability to act in diverse contexts
- Good physical and mental health
- Basic knowledge in project management, institutional development, and adult education welcome
- Ability to work independently and in a team
- High social and communication skills and intercultural sensitivity •
- You are motivated to live a simple lifestyle
- You are prepared to contribute to public relations and fundraising for Comundo

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

Contact

Deutschschweiz
einsatz@comundo.org
Tel. +41 (0)58 854 11 86

Suisse romande
fribourg@comundo.org
Tél. +41 (0)58 854 12 44

Svizzera italiana
bellinzona@comundo.org
Tel. +41 (0)58 854 12 14