

**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 the sustainable improvement of the living conditions of children, young people and older people. We offer you the chance to share your knowledge and set a unique milestone in your biography!**

## Pre-Vocational Training Advisor

|                              |   |
|------------------------------|---|
| <b>Country, Place:</b>       | Namibia, Rundu  |
| <b>Partner Organisation:</b> | Directorate of Education, Arts and Culture Kavango-East |
| <b>Duration:</b>             | 2 – 3 years   |
| <b>Start of assignment:</b>  | upon agreement  |

The Ministry of Education, Arts and Culture Namibia is a longstanding partner organisation of Comundo and is committed to deliver an equitable and inclusive education for all children and youth. In addition, the Ministry promotes Namibian art 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. Especially pre-vocational subjects for learners with special education needs shall be introduced and expanded. To achieve this goal, we collaborate with the regional Directorates of Education, for this assignment in Kavango East, a region in northern Namibia.

### Your activities / tasks

Your task is to facilitate the implementation of the pre-vocational curriculum and subjects at school level with practical co-ordination and project management activities. Your main tasks will be:

- Improvement of teaching methods for practical lessons and knowledge transfer in the regional office
- Support the implementation of pre-vocational subjects in additional schools
- Support and organize industrial attachments for students
- Promote pre-vocational training with all stakeholders

### Your profile

- Degree and work experience as a vocational trainer
- Skills to train adults
- Project management skills are an added advantage
- Intercultural knowledge and team player
- Good command of written and spoken English
- Experience in leadership

### **General requirements**

- Completed vocational or tertiary education
- At least 2 years of professional experience
- Resident in Switzerland or Germany
- Very good knowledge of the national language of the country of assignment
- 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 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 an 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 online or 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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