

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!

Database Management (f/m)

Country, Place:	Kenia, Nairobi
Partner Organisation:	Special Education Professionals (SEP) (www.sepkenya.com)
Duration:	1 year (Junior Assignment)
Start of assignment:	By agreement

There is very little information and data on children with disabilities and their families in Kenya. However, children with disabilities require consistent intervention in order for them to have the best outcome in life and reach their fullest potential. More accurate and current data would be a great asset in order to design interventions that have more impact on the lives of children with disabilities. **Special Education Professionals** (SEP) is a multi-disciplinary team of special education professionals working within the framework of education, rehabilitation and healthcare in Kenya. SEP aims an inclusive society where children with disabilities are actively participating in their families, educational institutions, and communities, providing them equal opportunities to reach their fullest potential.

Your activities / tasks

As a Co-Worker of Comundo you will contribute to improving the access and quality of educational opportunities for all within the country programme of Comundo in Kenya. You support primarily the staff of SEP with the following activities:

- Analyse the existing documentation and data
- Evaluate possible Data Base Management Systems (DBMS)
- Design and implement databases in accordance to SEP's information, needs and views
- Create reporting templates
- Train staff on knowledge management

Your profile

- Degree in a field relevant to the assignment
- Experience in designing and administrating databases
- Resident in Switzerland
- Very good English language skills
- Intercultural competence

General requirements

- Completed vocational or tertiary education
- Less than 2 years of professional experience
- Minimum age: 21 years
- Resident in Switzerland
- Good knowledge of the national language of the country of assignment
- Intercultural competences and the ability to act in diverse contexts
- Good physical and mental health
- Ability to work independently and in a team
- High social competences 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 costs during your assignment
- Travelling costs in both directions

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

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