

Job advertisement - Internship

Country, Place	Kenia, Nairobi
Profession	IT / Data analyst
Start of commitment	Summer 2020 or upon agreement
Duration	1 year (Internship)
Context	There is very little information and data on children with disabilities and their families in Kenya. Gaps in interventions have been observed as well as a lack of well-trained personnel in both the education and health sectors. 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. Furthermore, exact numbers of beneficiaries and interventions will support accurate reporting programming and advocacy strategies.
Partner Organisation	Special Education Professionals (SEP) is a multi-disciplinary team of special education professionals working within the framework of education, rehabilitation and healthcare in Kenya. Using the diverse expertise, SEP provides sustainable interventions that support children with disabilities and empower their families and caregivers. SEP aims at 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.
Activities	As Co-Worker of COMUNDO you support primarily the staff of SEP with the following activities: <ul style="list-style-type: none"> • 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
Objectives of the post	Establish an efficient data base management system on interventions within SEP programmes that supports all phases of the project management cycle.
Requirements	<ul style="list-style-type: none"> • Degree in a field relevant to the assignment • Experience in designing and administrating databases • Resident in Switzerland • Very good English language skills • Intercultural competence

COMUNDO shares a global commitment for the socially disadvantaged and for a holistic and sustainable development. The organisation sends out volunteering specialists who support projects of partner organisations in 7 countries. In their places of action, they are working in partnership with the local people, sharing their lives and engaging in intercultural exchange on a daily basis.

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General Working Conditions for an Internship

- Minimum age: 21 years
- Resident in Switzerland
- Completed vocational training or study, less than 2 years of work experience
- Good knowledge of the national language of the country of assignment
- Able to work independently and show initiative
- Be a team player
- Show socio-political commitment
- Flexibility and ability to improvise
- Physical and mental health
- Interest in issues of development cooperation
- Interest and openness to cooperate with people of different cultures and religions
- Willingness to public relations work and participation in fundraising

We offer

- An exciting working environment with an ample space for initiative, participation and enabling intercultural contacts
- An adequate preparation
- Introduction to the situation of the country of destination and local support
- Travelling costs in both directions
- Cost of living allowance
- Contribution to health insurance

Application Procedure

Before submitting a written application, we recommend that you contact the organisation in your neighbourhood. This will provide you with more detailed information about the application procedure, the working conditions, the working culture and benefits provided by COMUNDO.

The application form may also be found on our website. The questionnaire and a short life story (as described in the guidelines) will supplement the usual application documentation (motivational letter, curriculum vitae, certificates and job references).