

**Comundo places and accompanies professionals on assignments in Africa and Latin America and is the leading Swiss organization 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 while setting a unique milestone in your biography!**

## Management Specialist

<b>Country, Place:</b>	Kenya, Dundori
<b>Partner Organisation:</b>	<b>St. Cecilia Community Learning Centre</b>
<b>Duration:</b>	2 – 3 years
<b>Start of assignment:</b>	as soon as possible

The St. Cecilia Community Learning Centre is located at an altitude of 2750 metres, surrounded by an agricultural community that is a vital source of food for nearby towns. Despite its remote location, it has become a symbol of change for the community. In recent years, thanks to external support, the infrastructure has been transformed to meet the highest educational standards, following the CBC (Competence Based Curriculum) and Montessori methodologies.

Today, the Community Learning Centre is much more than just a school. Its community is dynamic and diverse, comprising 400 students, including 174 boarders, a dedicated team of 30 employees and 150 students in skills development programmes. This rich ecosystem reflects the centres commitment to a holistic education, encompassing academic excellence, vocational skills development, and lifelong learning opportunities.

### Your activities/tasks

As a Comundo Technical Advisor, you will be part of Comundo's country program in Kenya. You will provide strategic management expertise with a focus on financial sustainability and human resource development. You will closely work with the financial administration and HR to design and implement effective management strategies and systems. Thus, children and youth have better prospects by developing relevant knowledge and skills through high-quality and inclusive basic education.

You are based in Dundori, a small rural center between Nakuru and Nyahururu about 150 km from the capital Nairobi. Among others, you will:

- Conduct a thorough analysis of current operations and identify areas for improvement
- Develop strategies that address both, immediate and future needs
- Assist in putting in place lean and effective organizational processes and management systems
- Strengthen resource management (finance, HR, building maintenance, etc.)
- Put in place an effective and accountable communication, information and reporting systems and channels
- Advocate for policies that support the needs of the school and the community, promoting a unified approach to education in the region

### Your profile

- Solid qualification in management or education management
- Experience in the development of administrative systems and in organizational development
- Substantial computer literacy and very good command of the English language

- Project management and development skills
- Experience in TVET and the running of educational institutions are an advantage

### **General requirements**

- Completed vocational or tertiary education
- At least 5 years of professional experience
- Resident in Switzerland or EU
- Intercultural competencies and the ability to act in diverse contexts
- Good physical and mental health
- Ability to work independently and in a team
- You are motivated to live a simple lifestyle and live in a remote area
- You are prepared to contribute to public relations and fundraising

### **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 contacting Comundo and attending 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](http://www.comundo.org)

### **Contact**

Deutschschweiz

[einsatz@comundo.org](mailto:einsatz@comundo.org)

Tel. +41 (0)58 854 11 86

Suisse romande

[fribourg@comundo.org](mailto:fribourg@comundo.org)

Tél. +41 (0)58 854 12 44

Svizzera italiana

[bellinzona@comundo.org](mailto:bellinzona@comundo.org)

Tel. +41 (0)58 854 12 14