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!

Communication and Knowledge Management Advisor

Country, Place: Zambia, Lusaka
Partner Organisation: The Consortium for the Rights and Welfare of Older Persons
Duration: 2 – 3 years
Start of assignment: by arrangement

The Consortium for the Rights and Welfare of Older Persons (CROP) was established by six like-minded organisations that advocate for and/or deliver direct services to older people. The Consortium is rights-based, focusing on enhancing the wellbeing of older people through service delivery and advocacy. CROP further mobilises various organisations focusing on ageing and older people into a coordinated movement, including the younger generation. The organisation raises public awareness and engages in advocacy and policy influencing around older peoples' issues such as security, neglect, health, education and training, income and economic empowerment, among others.

Your activities / tasks
As a Comundo co-worker, you will be responsible for acquiring, organising and sharing information with the goal of enhancing the consortium's programming, improving decision-making processes, and increasing productivity among network members. You will work closely with various teams, from the management to grassroots level, to develop strategies for improved communication and knowledge management within the consortium.
Among other roles, you will:
- Support the development and oversee the implementation of a comprehensive communication and outreach strategy.
- Monitor progress, support the evaluation and assessment of the communications and outreach strategy using Collaborating, Learning, and Adapting (CLA) processes.
- Support technical staff in identifying, curating, and spotlighting organisational learning content.
- Improve, create, and maintain knowledge management systems.
- Ensure branding, marking, and accessibility consistency and compliance across events, messages, and products.

Your profile
- A degree in adult learning, leadership, organisational development, international development, strategic communications, journalism, or a related field.
- Minimum of 3 years of experience in communication and knowledge Management.
- Ability to use communication and knowledge management software and databases as well as artificial intelligence.

General requirements

- Completed vocational or tertiary education
- At least 5 years of professional experience
- Resident in Switzerland or Germany
- 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
- 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

Contact

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Cooperating for a fairer world