

**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!**

## Organisational Capacity Development in Project and Finance Management

Country, Place:	Zambia, Lusaka
Partner Organisation:	Zambian Centre for Community Schools
Duration:	2 – 3 years
Start of assignment:	by arrangement

Zambian Centre for Community Schools (ZCCS) is a non-governmental organisation that functions as an umbrella body for community schools in Zambia. In Lusaka district, ZCCS is working in all the 10 zones (areas divided as per Ministry of Education guidelines) with a total of 439 registered community schools. Each zone has ten committee members who oversee the affairs of community schools under ZCCS, and ten elected members from the ten zones who oversee the affairs of the district under ZCCS.

### Your activities / tasks

As a Comundo co-worker, you will help to develop the organisational capacities of ZCCS through various interventions, including training, mentoring, and capacity-sharing workshops for ZCCS board and committee members, especially in the areas of project and finance management. Among other roles, you will support:

- Organisational capacity development for modern and efficient organisational management.
- Support the management team in steering and running a zonal literacy project, currently including about 50 schools and to be further upscaled.
- Establishment of systems and controlling mechanisms for the efficient management of organisational resources, leading to improved quality and cost control.
- Training of board members, zonal leaders and staff members in strategic planning.
- Strengthening the capacity in narrative and financial report writing skills, including the use of digital templates such as spreadsheets/Excel.

### Your profile

- Bachelor's degree in project management, business administration, or a related field.
- At least 4 years of experience in business administration, project management, or a similar role.
- Proficiency in finance and project management tools and software relevant to the project's focus areas.
- Demonstrated experience in managing projects from inception to completion, including budgeting, planning, and reporting.
- Excellent written and verbal communication skills.
- Excellent English communication and interpersonal skills.

### **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
- 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 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**

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