

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!

Advisor ICT and Digitalization

Country, Place:	Rundu, Namibia
Partner Organisation:	Ministry of Education, Arts and Culture Kavango East
Duration:	2 – 3 years
Start of Assignment:	according to arrangement

The Ministry of Education, Arts and Culture Namibia is a longstanding partner organization of Comundo and is committed to deliver a fair and inclusive education for all children and youth. In addition, the Ministry promotes Namibian art and culture in favor of national unity and in consideration of its diversity.

Your activities / tasks

The Comundo Country Programme Namibia contributes significantly to a better education for all children and youth. To get there, we collaborate with the Directorate of Education, Arts and Culture (DoEAC) in Kavango East, Namibia. The DoEAC Kavango East is committed to delivering fair and inclusive education to all children. However, the region faces challenges in ICT infrastructure and digitalization. As an ICT Advisor, you will play a critical role in supporting the DoEAC to improve access to quality education by advancing the digital infrastructure and fostering ICT skills in schools and the regional government office. Among others, you will conduct the following tasks:

- **ICT Infrastructure Development:** Assist in planning, upgrading, and optimizing ICT resources in schools and the regional office.
- **Project and Change Management:** Support digital projects, such as the implementation of the national School Link platform, to streamline school management and learner data recording.
- **Capacity Building:** Provide training in MS Office, ICT skills, and digital project management to the Computer Technician, Education Officers, and management staff.
- **Process Optimization:** Support the long-term planning and execution of digital projects, ensuring better operational efficiency in ICT.
- **Networking:** Facilitate collaboration between the ICT sub-division and stakeholders within the education sector, promoting best practices and innovation.

Your profile

- Degree in Business Administration, IT, System Administration, or a related field.
- Professional experience in ICT development and digital transformation.
- Skills in training, workshop facilitation, and capacity building.
- Excellent computer literacy and knowledge of database systems.

General requirements

- Completed vocational or tertiary education
- At least 2 years of professional experience
- Resident in Switzerland or Germany
- Very good knowledge of the national language of the country of assignment
- Intercultural competencies and the ability to act in diverse contexts
- Good physical and mental health
- Basic knowledge in project management, institutional development and adult education welcome
- 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 for Comundo

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 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 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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