

**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!**

## Administration & Finance Manager (m/f)

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

The Ministry of Education, Arts and Culture Namibia is a longstanding partner organisation of Comundo and is committed to deliver an equitable and inclusive education for all children and youth. In addition, the Ministry promotes Namibian art and culture in favour 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 achieve this goal, we collaborate with the regional Directorates of Education, for this assignment in the Kavango-East Region in north-eastern Namibia. Our task is to capacitate the regional management on goal-oriented planning, implementation and monitoring as well as on budgeting and controlling in Finance. Further goals are to increase efficiency of the human resource section as well as to improve communication and teamwork within the organisation. That is why we are looking for a professional, who is able to conduct the following tasks:

- Capacity building on administration and bookkeeping, as well as IT-resources.
- Improvement of reports and monitoring tools for better controlling.
- Plan, organize and conduct trainings where suitable.
- Intensification of the networking between the Directorates of Education of different regions.

### Your profile

- Degree in business administration or equivalent
- Work experience in financial administration and management
- Experience in training of trainers, workshop facilitation, monitoring and evaluation
- Excellent computer literacy
- Database knowledge as an added advantage
- Good interpersonal and communication skills
- Very good knowledge of written and oral English
- Residence in Switzerland or Germany

### **General requirements**

- Completed vocational or tertiary education
- At least 2 years of professional experience
- Between 25 and 60 years old.
- 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

### **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](http://www.comundo.org)

### **Contact**

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