

# Job advertisement

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| <b>Country, Place</b>         | <b>Zambia, Lusaka</b>   |
| <b>Profession</b>             | <b>Business Administration or Marketing</b>   |
| <b>Start of commitment</b>    | January 2019 or by agreement  |
| <b>Duration</b>               | 3 years   |
| <b>Context</b>                | Chibolya is a township in a fast growing area in Lusaka. The majority of its population is living in extreme poverty without any source of income. Young people from Chibolya deal with issues such as no access to education, teen age pregnancies, alcohol abuse, drug abuse and gender based violence. Chibolya is often perceived as a lost cause – even the name means abandoned in local language - and also the government is reluctant to invest in the area. |
| <b>Partner Organisation</b>   | <b>Circus Zambia</b> is a young and rapidly growing social circus company for youth in Chibolya. It was established in 2015 by a group of young circus artists and a Dutch development worker. Circus Zambia equips young people from vulnerable backgrounds with circus training, life skills, educational support and employment opportunities in order for them to reach their full potential and become change makers in their community.                         |
| <b>Activities</b>             | As Co-Worker of COMUNDO you support primarily the staff (3 head of departments, management team) to build up their skills in business development, financial systems and organisational structures. A combination of practical on the job training and more formal education would be ideal. The Co-Worker is asked to critically review the overall organisational structures and procedures and to advice on improvements.  |
| <b>Objectives of the post</b> | <ul style="list-style-type: none"> <li>• Continued services to beneficiaries of Circus Zambia are strengthened.</li> <li>• Staff members are trained in business development, financial systems and structures.</li> <li>• Organisational systems and procedures in the field of finance and business development are in place.</li> </ul>  |
| <b>Requirements</b>           | <ul style="list-style-type: none"> <li>• Degree in Business Administration or Marketing or equivalent – a degree in Arts or Cultural Management is an advantage.</li> <li>• Experiences in the field of Artistry/Circus are an advantage.</li> <li>• Min. 2 years of experience in marketing and finance.</li> <li>• Very good English language skills (written and spoken).</li> <li>• Resident in Switzerland or Germany.</li> </ul>                                |

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## Deutschschweiz

COMUNDO  
Geschäftsstelle Luzern  
im RomeroHaus  
Fachpersonengewinnung  
Kreuzbuchstrasse 44  
6006 Luzern  
Tel. +41 (0)58 854 11 84  
[einsatz@comundo.org](mailto:einsatz@comundo.org)

## Suisse romande

COMUNDO  
Secrétariat Fribourg  
Recrutement  
Rue des Alpes 44  
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Tel. +41 (0)58 854 12 44  
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## Svizzera italiana

COMUNDO  
Sede Bellinzona  
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6500 Bellinzona  
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## Deutschland

COMUNDO  
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Fachpersonengewinnung  
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[rottweil@comundo.org](mailto:rottweil@comundo.org)

COMUNDO shares a global commitment for the socially disadvantaged and for a holistic and sustainable development. The organisation sends out volunteering specialists who support projects of partner organisations in 7 countries. In their places of action they are working in partnership with the locals, sharing their lives and engaging in intercultural exchange on a daily basis

## General Working Conditions

- Between 25 and 60 years old.
- Resident in Switzerland or Germany.
- Completed vocational or tertiary education.
- At least 2 years of professional experience.
- Good knowledge of the national language of the country of destination.
- Good physical and mental health.
- You display initiative and commitment and work well in a team.
- You like to improvise and be creative in order to find new ways of doing things.
- You are keen to interact with people of different cultural backgrounds, religions and living environments.
- You are prepared to sign up for a three year assignment and motivated to live a simple lifestyle during this time.
- You are prepared to contribute to public relations and fundraising.
- Workload: 100%

## We offer

- An exciting working environment with an ample space for initiative, participation and enabling intercultural contacts
- An adequate preparation
- Introduction to the situation of the country of destination and local support
- Travelling costs in both directions are covered.
- Living and insurance costs during your assignment are covered.
- After the return initial aid is provided.

## Application Procedure

Before submitting a written application we recommend that you contact the organisation or attend an information meeting in your neighbourhood. This will provide you with more detailed information about the application procedure, the working conditions, the working culture and benefits provided by COMUNDO. You will find the respective dates on our website. The application form may also be found on our website or you may get it at the information meeting. The questionnaire and a short life story (as described in the guidelines) will supplement the usual application documentation (motivational letter, curriculum vitae, certificates and job references).