

Request for Assignment

Please fill in with a typewriter or in printed letters

Name and address of requesting firm / organisation: Lebensschule Rehoboth Telephone: 0026461 239910 Fax: 0026461 257855 Homepage:									
Name of Executive Manager: Rachel Katharina Hampe (Kathy)									
Contact for correspondence with SES <table style="width: 100%;"> <tr> <td style="width: 50%;">Name: Kathy Hampe</td> <td style="width: 50%;">Telephone: 0026461 239910</td> </tr> <tr> <td></td> <td>Fax: 0026461 257855</td> </tr> <tr> <td>Function: Managing Director</td> <td>Mobile: 00264812611313</td> </tr> <tr> <td></td> <td>E-mail: pham@iway.na</td> </tr> </table>		Name: Kathy Hampe	Telephone: 0026461 239910		Fax: 0026461 257855	Function: Managing Director	Mobile: 00264812611313		E-mail: pham@iway.na
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Contact for the Senior Expert during the assignment <table style="width: 100%;"> <tr> <td style="width: 50%;">Name: Kathy Hampe</td> <td style="width: 50%;">Telephone: 0026461 239910</td> </tr> <tr> <td></td> <td>Fax: 0026461 257855</td> </tr> <tr> <td>Function: Manager</td> <td>Mobile: 00264812611313</td> </tr> <tr> <td></td> <td>E-mail: pham@iway.na</td> </tr> </table>		Name: Kathy Hampe	Telephone: 0026461 239910		Fax: 0026461 257855	Function: Manager	Mobile: 00264812611313		E-mail: pham@iway.na
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Person responsible for implementing the Senior Expert's recommendations <table style="width: 100%;"> <tr> <td style="width: 50%;">Name: Kathy Hampe</td> <td style="width: 50%;">Function: Manager</td> </tr> </table>		Name: Kathy Hampe	Function: Manager						
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<table style="width: 100%;"> <tr> <td style="width: 50%;">Year of establishment: 1999</td> <td style="width: 50%;">Annotations:</td> </tr> </table> Legal form of commercial entity: Ownership structure: ☐ public enterprise ☒ private enterprise percentage of private capital in %: YES ☐ joint venture partner:		Year of establishment: 1999	Annotations:						
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Attention drawn to SES by: Isibindi									

Request for assignment

Size of firm compared with other national firms (in the assignment country):

☐ small / **Yes** ☐ medium-sized ☐ large

Average sales volume throughout the last three business years:

Number of employees: **4**

Additional remarks: **Sometimes parents or volunteers**

Key operating area / Field of activity / Products:

Day care centre for children with disabilities Severe to mild, mental and physical

A prospectus describing the firm is enclosed ☐ enclosed/yes not enclosed ☐

Raw materials / intermediate products are purchased from (country):

N/A

Machines and equipment relevant for the assignment:

Kind of Machine	Model designation / Manufacturer	Year of fabrication
N/A		

Support is requested in the following fields:

- | | |
|--|---|
| ☐ operations | ☐ sales and marketing |
| ☐ production | ☐ finance and accounting |
| ☐ quality management | ☐ administration |
| ☐ maintenance | ☐ industrial training |
| ☒ training of staff in management and marketing | ☐ plant organisation |
| ☐ skilled labour | ☐ DP organisation |

☐ semi-skilled labour

☐ other:

Request for assignment

Detailed description of the problem to be solved by the Senior Expert:

We need a trainer to show us how to do bookkeeping, how to promote ourselves, how to be taken more seriously by local government (town council) and community. how to find sponsors.

Assignment target:

Training of the staff

Professional qualification required of the Senior Expert:
manager

Language knowledge required of the Senior Expert:
English (and German)

Location of assignment: **Rehoboth**

Planned start of assignment (date): **January 2013**

Duration: 3 months if possible

Type of accommodation for the Expert: **small flat**

Means of local transport for the Expert: **not necessary**

An interpreter is ☐ / is not ☐ available: Is available

Languages:

English / German

This request is made in compliance with the general conditions for SES assignments. The client hereby affirms that he accepts the general conditions.

Date: 10.9.2012

Signature:

LEBENSCHULE REHOBOTH

Box 24 WINDHOEK

FAX: 061 257855 • TEL: 0812611313

E-Mail: pham@hamibnet.com

Geschäftsführerin: Dr. Susanne Nonnen

Amtsgericht Bonn HRB 3983

Commerzbank Bonn • BLZ 380 400 07 • Kto. 259 53 53

IBAN: DE54 3804 0007 0259 5353 00 • BIC: COBADEFF380

Sparkasse KölnBonn • BLZ 370 501 98 • Kto. 190 200 65 82

IBAN: DE97 3705 0198 1902 0065 82 • BIC: COLSDE33

Annex to Request for Assignment

1. Name and headquarters of firm Lebensschule Rehoboth	
2. Regional value of firm	☐ main employer ☐ producer of rare / innovative products ☐ substitution of imported goods ☒ other (please specify): Day Care Centre for children with disability
3. Sales market 4. 5. 6.	☐ mainly domestic % of market coverage ☐ mainly foreign % of export share <u>N/A</u>
7. Operating results of the past two years	☐ net profit ☐ high ☐ medium ☐ low ☐ net loss ☐ balanced non-profit-organisation
8. Availability of foreign currency	☒ available ☐ not available ☐ transferable ☐ not transferable due to national laws
9. Cost structure (Please state amount of the relevant cost)	average annual personnel cost: N/A average annual material cost: N/A
7. Anticipated effects of the expert assignment on the number of employees in the firm	☐ it will safeguard jobs ☐ it will create new jobs ☐ other effects (please specify): Education of staff
8. Anticipated effects of the expert assignment on your investment plans	☐ investments will be planned ☐ investments will not be planned ☐ not relevant ☐ existing investments will be secured N/A
9. Anticipated effects of the expert assignment on your environmental management	☐ positive impact expected ☒ not relevant
10. Is your firm assisted by other organizations?	☐ yes, by: ☒ no

ALD anrfa en 1107

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