Country Office Coordinator, Kenya (Nairobi): call for applications

Coordinating TIPCS programmes and partnerships in Kenya. TIPCS country office in Nairobi; appointment subject to the Board's approval and host-country requirements.

TIPCS-OFF-2027-KE · Call for applications, version 1.0, 8 November 2026

1. At a glance

Item	Detail
Programme	TIPCS country offices: Country Office Coordinator
Position	One Country Office Coordinator for Kenya (Nairobi)
Reports to	TIPCS headquarters in Monastir, Tunisia (the executive administration, under the supervision of the Board)
Who	Adults aged 18+ with experience of programme coordination and partnerships, ideally in or on Kenya
Form of appointment	Set only in an individual written agreement, after the Board's approval and subject to the legal requirements of the host country; none is promised by this call
Working languages	English; Kiswahili an advantage
Location	Nairobi, Kenya; remote work and travel only as agreed in writing
Application	Create or open your TIPCS account (/members/apply), then complete the application form with a short motivation and a link to your CV
Deadline	Rolling review; open until the Board closes the call
Age	Adults only, 18 and over
Status	Open for applications. Reference TIPCS-OFF-2027-KE

2. Background and rationale

The Tunisian Institute for Peace and Conflict Studies (TIPCS) is a Tunisian non-profit association governed by Decree-Law 2011-88 on associations, with its headquarters in Monastir, Tunisia. It is a research and practice institute (a think-do tank) working on conflict transformation, youth, environment and climate, migration, gender, digital peace and governance.

TIPCS country office in Nairobi, Kenya. The Country Office Coordinator coordinates TIPCS programmes and partnerships in Kenya and reports to headquarters in Monastir. TIPCS works with its country offices in the Mediterranean, in Africa and in the Middle East.

Country context. Kiswahili and English are the official languages of Kenya, and English is the usual language of work with international partners. Nairobi hosts the headquarters of the United Nations Environment Programme and other international organisations, which is relevant to TIPCS's environment

and climate work; this is context only and implies no partnership with any body. Regional focus: East Africa and cooperation between Africa and the Mediterranean, in liaison with the other TIPCS offices.

Any appointment depends on the Board's approval and on the legal requirements of the host country, to be confirmed by TIPCS counsel (see section 11). TIPCS promises no appointment.

3. Objectives and expected outcomes

The coordinator's purpose is to coordinate programmes and partnerships in Kenya on behalf of TIPCS and to report to headquarters. Expected outcomes over the first twelve months, if the appointment is approved:

- A short, evidence-based mapping of civil-society, academic and institutional actors in Kenya relevant to TIPCS themes, with due-diligence notes prepared for headquarters.
- A first work plan for the office, aligned with the TIPCS strategic plan and agreed by headquarters, with indicators and a calendar.
- Partnership proposals prepared with headquarters; no partnership exists until a written agreement is signed by TIPCS's authorised signatories.
- Regular, accurate reports to headquarters on activities, risks, spending proposals and lessons learned.
- Participation of the country office in the TIPCS Academy, research and publications work, where agreed.

4. Role and responsibilities

The Country Office Coordinator works under the direction of TIPCS headquarters in Monastir. The role coordinates; it does not replace the Board or the executive administration.

- Coordinate programme activities in Kenya that headquarters has approved: planning, logistics, partner liaison, monitoring and reporting.
- Identify and prepare partnerships, applying the TIPCS partnership and due-diligence policy and the sanctions and due-diligence policy before any engagement.
- Support TIPCS counsel and headquarters in the steps needed to establish and maintain the office lawfully in the host country.
- Represent TIPCS in meetings only within a written mandate; make no public statement on behalf of TIPCS without headquarters' approval.
- Prepare budget proposals and activity reports in the formats set by headquarters; keep records and supporting documents.
- Apply the TIPCS safeguarding, whistleblowing, conflicts-of-interest, anti-fraud and research-ethics policies in all work.
- Respect the limits of the role: the coordinator does not sign for TIPCS, open bank accounts, hire staff or commit funds unless a written delegation says so; spending needs three different signatures under TIPCS rules.

Period (if the appointment is approved)	Indicative work
Months 1 to 3	Onboarding at headquarters (remote or in Monastir); legal and administrative groundwork with counsel; mapping of actors; draft work plan

Period (if the appointment is approved)	Indicative work
Months 4 to 6	Work plan approved by headquarters; first partner discussions under due diligence; first reporting cycle
Months 7 to 12	Delivery of approved activities; second reporting cycle; review of the office with headquarters and the Board

5. Eligibility

- Adults only: 18 years or older.
- Demonstrated experience of coordinating programmes or projects and working with partners, in civil society, research, education, public-interest or international cooperation settings.
- Working command of the languages needed for the work in Kenya (see section 2), plus professional English, French or Arabic for reporting to headquarters.
- Residence in Nairobi or the ability to be based there. The right to live and work in Kenya is the applicant's own responsibility: TIPCS promises no visa, residence permit or work authorisation and does not sponsor any.
- Commitment to TIPCS's non-partisan, politically neutral approach, and a declaration of any role in a political party, public office or other activity that could create a conflict of interest.
- No prior relationship with TIPCS is required.

6. Application package and how to apply

Applying always starts with a TIPCS account. Create or open your account at www.tipcs.org (/members/apply), choose this call, and complete the application form. Applications are read by people, not selected automatically.

- A short motivation in the form (up to 800 characters): why this role, and what you would do in the first six months.
- A link (https://) to your CV (maximum three pages) and, if you wish, to a relevant work sample. Make sure TIPCS can open the link.
- The names of two professional referees may be requested later, only from shortlisted candidates and with their consent.
- Proof of identity, qualifications or work rights is requested only from shortlisted candidates, never at first application.
- Do not send sensitive personal data, and no criminal-record or health data. TIPCS does not request them in this call.

7. Selection criteria, process and timeline

Process: (1) eligibility check; (2) scoring of each application against the criteria by at least two reviewers; (3) interviews with a panel for the best-scoring candidates; (4) a reasoned recommendation to the President, who submits it to the Board; (5) the Board decides, subject to the legal requirements of the host country as confirmed by counsel.

Reviewers declare any conflict of interest and step back from the file. Selection is based on merit and applies no discrimination on grounds of sex, origin, belief or disability.

Timeline: applications are reviewed on a rolling basis; there is no fixed date. TIPCS tells each applicant the stage reached through their TIPCS account and by email. The process can be paused or closed at any time.

Criterion	Weight
Programme and partnership coordination: planning, delivery, follow-up and reporting	25
Knowledge of the country context and of civil-society and institutional actors	20
Languages needed for the work (see the country paragraph in section 2)	15
Subject knowledge in conflict transformation, peacebuilding or a related TIPCS theme	15
Management, compliance and reporting: budgets, safeguarding, data and integrity	15
Motivation, judgement and fit with TIPCS's non-partisan, research-based approach	10
Total	100

8. Funding and support

This call states no amount. Funding for the coordinator's role has not been secured, and no funder has pledged support. The Board will set the terms, including any remuneration or costs, with funders and only if the appointment is approved: [amount to be set by the Board with funders].

Funding architecture (to be confirmed): sources sought are institutional and project funders and partners, all to be approached; cost categories are the coordinator's agreed terms, office or shared-workspace costs, travel, and legal and accounting advice in the host country; in-kind support from headquarters includes onboarding, templates, supervision and access to the TIPCS Hub, the internal platform for approvals and records.

TIPCS follows the rules of its funders and Tunisian rules on accounts, audit and funding transparency. Spending needs three different signatures.

9. Safeguarding, conduct and integrity

TIPCS applies zero tolerance to abuse, exploitation, harassment and fraud. The coordinator is bound by the TIPCS Safeguarding, Whistleblowing and complaints, Conflicts of interest, Anti-fraud and integrity, and Sanctions and due diligence policies, as published on /policies.

The coordinator is never alone with a person under 18 or in a vulnerable situation in a TIPCS activity, and never takes photographs of minors. Concerns can be sent in confidence to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern"; reporting in good faith is protected under TIPCS policy and Law 2017-10 on reporting corruption and protecting whistleblowers.

10. Data protection

Controller: TIPCS, Monastir, Tunisia. Purpose: to assess applications to this call and, where relevant, to prepare an agreement. TIPCS handles personal data under Organic Law 2004-63 on the protection of personal data; its declaration to the INPDP (Instance nationale de protection des données personnelles) is in progress. Check the current text of the law before relying on this summary.

You may ask to see, correct or object to the use of your data, or ask for it to be removed, by writing to Contact@tipcs.org. You may complain to the INPDP (www.inpdp.nat.tn). Access is limited to the selection team. Data is kept only as long as the selection needs and as set in the TIPCS recruitment policy (draft for

Board ratification). Any transfer abroad, for example to a tool hosted outside Tunisia, is checked against Law 2004-63 first.

TIPCS does not ask for criminal-record or health data in this call, and asks you not to send any.

11. Legal basis in the host country (for TIPCS counsel)

TIPCS is a Tunisian association. The legal form that an office or a coordinator's activity can take in Kenya (for example a registered branch, a representation, work through a local partner or home-based coordination) has not been decided. The conditions for foreign associations, the form of appointment (service agreement or employment), taxation, social security, work and residence authorisation, banking, funding rules and any sanctions or export-control checks that apply are all to be confirmed by TIPCS counsel for Kenya before any appointment. No host-country law is cited in this call because none has been verified.

On the Tunisian side, TIPCS's activity abroad remains subject to Decree-Law 2011-88 on associations, to the transparency rules on funding and accounts that apply to it, and to its own policies. Check the current texts: a reform of the associations decree has been discussed publicly.

12. What this call does not promise

This call does not promise an appointment, a job, a contract, a visa, a residence or work permit, a salary or any sum, a diploma or certificate, or any particular term or location of work. TIPCS does not promise that the legal requirements of Kenya are already met. No commitment exists until an individual written agreement is signed by TIPCS's authorised signatories after the Board's approval. TIPCS may change, suspend or close this call, and does not reimburse the costs of applying. A shortlist or an interview is not an offer.

13. Risks and mitigation

Risk	Mitigation
Legal basis of the appointment in the host country not yet confirmed	No appointment before counsel's confirmation and the Board's approval; the process can be paused
Funding not secured	No commitment of funds without three signatures; terms set only with funders
Safety and security of the coordinator	Risk assessment before any field activity; the coordinator may refuse an unsafe task
Reputation and neutrality	Written mandate; no public statement without headquarters' approval; due diligence on every partner
Personal data	Collection limited to what the selection needs; Law 2004-63 applied; INPDP declaration in progress

14. Contact and frequently asked questions

Contact: Contact@tipcs.org (subject "Coordinator KE"), landline +216 73 553 915. Applications are made only from your TIPCS account.

Can I apply from outside Kenya? Yes, but you must be able to live and work in Kenya on your own authority, and TIPCS does not sponsor visas or permits.

Is this a job offer? No. It is a call to be considered for an appointment that exists only if the Board approves it, the legal requirements of the host country are confirmed by counsel and an individual written agreement is signed.

Is a salary stated? No. This call states no amount.

Can I apply to more than one country? Yes, with a separate application for each call.

Who decides? The Board decides, on the recommendation of the President after review and interview.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

FRANÇAIS : RÉSUMÉ

Coordinateur ou coordinatrice du bureau pays, Kenya (Nairobi)

Appel à candidatures pour un bureau pays du TIPCS. Examen au fil de l'eau, adultes de 18 ans et plus.

L'Institut tunisien pour les études de la paix et des conflits (TIPCS) est une association tunisienne à but non lucratif régie par le décret-loi 2011-88 portant organisation des associations, dont le siège est à Monastir, en Tunisie. Il mène des travaux de recherche et de pratique sur la transformation des conflits, la jeunesse, l'environnement et le climat, la migration, le genre, la paix numérique et la gouvernance. Le présent appel recherche un coordinateur ou une coordinatrice pour le bureau pays du TIPCS à Nairobi, Kenya.

Bureau pays du TIPCS à Nairobi, Kenya. Toute nomination dépend de l'approbation du Conseil et des exigences légales du pays d'accueil, à confirmer par le conseil juridique du TIPCS. Le TIPCS ne promet aucune nomination.

Le poste coordonne les programmes et les partenariats au Kenya et rend compte au siège du TIPCS à Monastir. Il comprend la cartographie des acteurs, un premier plan de travail, la préparation de partenariats sous diligence raisonnable, le suivi et les rapports réguliers, et l'application des politiques de protection, d'intégrité et de conflits d'intérêts. Le coordinateur ne signe pas pour le TIPCS et n'engage aucun fonds sans délégation écrite ; toute dépense exige trois signatures différentes.

Contexte du pays. Le kiswahili et l'anglais sont les langues officielles du Kenya, et l'anglais est la langue de travail habituelle avec les partenaires internationaux. Nairobi accueille le siège du Programme des Nations Unies pour l'environnement et d'autres organisations internationales, ce qui est pertinent pour les travaux du TIPCS sur l'environnement et le climat ; il s'agit d'un simple contexte, qui n'implique aucun partenariat. Axe régional : l'Afrique de l'Est et la coopération entre l'Afrique et la Méditerranée, en liaison avec les autres bureaux du TIPCS.

Les candidats doivent avoir 18 ans ou plus, une expérience avérée de coordination de programmes et de partenariats, les langues nécessaires au travail et la capacité de s'installer dans le pays ; le droit d'y vivre et d'y travailler relève de leur propre responsabilité, le TIPCS ne promettant ni visa, ni titre de séjour, ni autorisation de travail. Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis remplir le formulaire avec une courte motivation et un lien vers un CV. Les critères pondérés totalisent 100 : coordination (25), connaissance du contexte (20), langues (15), connaissances thématiques (15), gestion et conformité (15), motivation (10). Le Conseil décide après examen et entretien.

Aucun montant n'est indiqué : le financement du bureau n'est pas acquis et aucun bailleur ne s'est engagé ; les conditions éventuelles seront fixées par le Conseil avec les bailleurs et inscrites dans un accord écrit individuel. Le TIPCS est le responsable du traitement des données, régi par la loi organique 2004-63 ; la déclaration à l'INPDP est en cours. Vous pouvez demander l'accès, la rectification ou l'opposition, et saisir l'INPDP (www.inpdp.nat.tn). Aucune donnée de casier judiciaire ni de santé n'est demandée.

Cet appel ne promet ni nomination, ni emploi, ni contrat, ni visa, ni titre de séjour, ni salaire ou somme, ni diplôme. Contact : Contact@tipcs.org, ligne fixe +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

منسّق أو منسّقة مكتب المعهد في كينيا (نيروبي)

نداء لتقديم الطلبات لمكتب المعهد في البلد. مراجعة متواصلة، للبالغين 18 سنة فأكثر.

الإنشاء التونسي لدراسات السلام والصراع (TIPCS) جمعية تونسية غير ربحية يحكمها المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات، ومقرّها المنستير بتونس. ويعمل المعهد في البحث والممارسة حول تحويل النزاعات والشباب والبيئة والمناخ والهجرة والنوع الاجتماعي والسلام الرقمي والحوكمة. ويلتمس هذا النداء منسّقًا أو منسّقة لمكتب المعهد في نيروبي، كينيا.

مكتب المعهد في نيروبي، كينيا. ويتوقف أي تعيين على موافقة مجلس الإدارة وعلى المتطلبات القانونية للبلد المضيف التي يؤكدها المستشار القانوني للمعهد. ولا يعد المعهد بأي تعيين.

يُنسّق صاحب المنصب البرامج والشراكات في كينيا ويرفع تقاريره إلى مقر المعهد بالمنستير. وتشمل مهامه رسم خريطة للفاعلين، وإعداد أول خطة عمل، وتهيئة الشراكات مع بذل العناية الواجبة، والمتابعة والتقارير المنتظمة، وتطبيق سياسات الحماية والنزاهة وتضارب المصالح. ولا يوقّع المنسّق باسم المعهد ولا يلزمه بأي أموال دون تفويض كتابي، وكل إنفاق يتطلب ثلاثة توقيعات مختلفة.

سياق البلد. السواحيلية والإنجليزية هما اللغتان الرسميتان في كينيا، والإنجليزية هي لغة العمل المعتادة مع الشركاء الدوليين. وتستضيف نيروبي مقرّ برنامج الأمم المتحدة للبيئة ومنظمات دولية أخرى، وهو أمر وثيق الصلة بأعمال المعهد في البيئة والمناخ؛ وهذا مجرد سياق ولا يعني قيام شراكة مع أي جهة. المحور الإقليمي: شرق إفريقيا والتعاون بين إفريقيا والمتوسط، بالتنسيق مع بقية مكاتب المعهد.

يُشترط أن يكون المترشح بالغًا 18 سنة فأكثر، وذا خبرة مثبتة في تنسيق البرامج والشراكات، وممتلكًا للّغات اللازمة للعمل، وقادرًا على الإقامة في البلد؛ أما حق الإقامة والعمل فيه فمسؤوليته الشخصية، ولا يعد المعهد بتأشيرة ولا بإقامة ولا بترخيص عمل. وللتقدم يُنشأ حساب في المعهد أو يُفتح (members/apply/) ثم تُملأ الاستمارة بدافع موجز ورابط إلى السيرة الذاتية. ومعايير الانتقاء الموزونة مجموعها 100: التنسيق (25)، ومعرفة السياق (20)، واللغات (15)، والمعرفة الموضوعية (15)، والتسيير والامتثال (15)، والدافعية (10). ويقرّر المجلس بعد المراجعة والمقابلة.

لا يتضمن النداء أي مبلغ: فتمويل المكتب غير مؤمَّن ولم يلتزم أي ممول، وتحدد الشروط عند الاقتضاء بقرار من المجلس مع الممولين وتُدوَّن في اتفاق كتابي فردي. والمعهد هو المسؤول عن معالجة المعطيات الشخصية وفق القانون الأساسي عدد 63 لسنة 2004، وتصريحه لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإنجاز. ويحق لكم طلب الاطلاع والتصحيح والاعتراض، ورفع شكوى إلى الهيئة (www.inpdp.nat.tn). ولا تُطلب أي معطيات عن السوابق العدلية أو الصحة.

لا يعد هذا النداء بتعيين ولا بوظيفة ولا بعقد ولا بتأشيرة ولا بإقامة أو ترخيص عمل ولا براتب أو مبلغ ولا بشهادة. للتواصل: Contact@tipcs.org، الهاتف الثابت 915 553 73 216+.

نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.