

Geneva, 2 October 2025

Community of Practice Coordinator (two voluntary positions)

Closing date: 23 October 2025

Workload: 20% for each Coordinator (approx. 8 hours per week/coordinator)

Location: Primarily remote, with coordination based in Geneva and Nairobi.

Duration: Six-month renewable contract

Start Date: The positions are available immediately. Applications will be reviewed on a rolling basis until 23 October 2025.

Purpose of the Role:

The Community of Practice (CoP) Coordinators will be responsible for coordinating, animating, and supporting a Community of Practice that fosters collaboration across humanitarian, development, and peace actors and to accelerate progress on the SDGs. This CoP was launched in October 2024 and builds on the successful workshop organised jointly by Strathmore University Business School and the NGO Management Association from 1–3 October 2024 at Strathmore University in Nairobi, Kenya (see here for details: <https://www.ngomanager.org/post/nairobiworkshoprecap>). The CoP is jointly managed by the NGO Management Association and Strathmore University Business School.

The positions are designed to facilitate knowledge exchange, peer learning, and joint action among practitioners and organisations engaged in humanitarian, development, and peace work.

Volunteer Engagement:

These are voluntary positions within a collaborative and mission-driven initiative. While the roles are unpaid, they offer high visibility and access to unique networking opportunities across humanitarian, development, and peace organisations and networks in Kenya, Switzerland, and beyond. The positions provide an excellent platform to strengthen professional experience, expand expertise in non-profit management, and take an active leadership role in shaping a vibrant multi-sectoral community in Kenya.

A work certificate highlighting the coordinator's contributions and competencies will be issued at the end of the assignment.

Key Responsibilities:

Coordination and Facilitation

- Plan and facilitate regular online CoP sessions (webinars, peer clinics, roundtables)
- Maintain active communication and engagement with CoP members
- Moderate discussions, gather inputs, and surface emerging themes and challenges

Content Curation and Knowledge Management

- Coordinate contributions from members and experts to generate useful content
- Summarise and document CoP sessions, producing brief reports and knowledge highlights
- Support the development and curation of a shared resource repository (e.g. Google Drive)

Outreach and Community Building

- Maintain the CoP mailing list, and support the onboarding of new members, as needed
- Promote the CoP internally and externally to encourage participation
- Identify synergies between members and facilitate connections

Feedback and Learning

- Collect feedback from members and use it to adapt the format and content of CoP activities
- Track engagement metrics and support light-touch monitoring of CoP outcomes

Profile of the Ideal Candidates:

- **Proven track record** in community coordination, facilitation, and/or adult learning, with the ability to engage diverse stakeholders effectively.
- **Strong understanding** of the international humanitarian, development, and peacebuilding sectors, including key actors, funding modalities, policy frameworks, and operational realities.
- **Familiarity with current trends and best practices** in programme design, implementation, and evaluation across these sectors, with a commitment to continuous learning and innovation.
- **Excellent interpersonal, writing, and digital communication skills**, with the ability to engage effectively across diverse audiences.
- **Proficiency in using remote collaboration tools** (e.g., WhatsApp Communities, Zoom, Google Workspace) to coordinate and animate communities in virtual settings.
- **Highly self-organised, proactive, and results-oriented**, with the capacity to work independently and manage priorities with minimal supervision.
- **Fluency in English** (spoken and written); knowledge of additional languages such as French or Swahili is an asset.

Are you interested in contributing to this exciting initiative? We'd love to hear from you!

For more information, please contact: volunteer@ngomanager.org. To apply, kindly send a **short motivation letter** and your **CV** to the same address. Applications will be reviewed on a rolling basis.