LEADERSHIP OFFICE STAFF

AI Adoption & Staff Enablement Lead

Norisha Foundation | We are certified | AI literacy and staff enablement

Work arrangement: Hybrid; live and remote staff support

Reporting: Relevant office administration lead and assigned Coordinator; Founder authority where applicable

Applicable office(s): Founder home office, National Coordinator office, Regional Coordinator office

Funding and activation conditions

Enrolment records interest only. Progression, activation, placement and starting work depend on confirmed funding, approved staffing budgets, strategic priorities, resource planning and deployment readiness. Dates are planning targets, not guaranteed employment.

Purpose and scope

Help office teams use approved AI and virtual-work tools competently and responsibly.

Responsibilities

1. Lead planning, quality checks, safe methods and documented review of the assistant’s work; obtain approvals before release.

2. Assess staff task needs and create practical role-specific training and adoption plans.

3. Teach verification, privacy, source checking, tool limits and escalation using synthetic examples.

4. Prepare short guides, accessible demonstrations and onboarding materials tied to approved workflows.

5. Support staff with real administrative tasks under delegated permissions and collect structured feedback.

6. Measure demonstrated competence and adoption barriers; recommend improvements without granting unrestricted system access.

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Qualifications, evidence and application

Required qualifications and experience

Master’s degree in information technology, organisational development, knowledge management, digital transformation or a closely related field. A verifiable portfolio and practical competence in the advertised work are essential. Minimum 10 years of relevant, progressively responsible experience, supported by verifiable work and references.

Portfolio and evidence

Provide a staff enablement plan, a short training example and evidence of demonstrated user competence or adoption outcomes.

Selection assessment

Explain an AI-assisted administrative task to a non-specialist and assess whether the learner can verify and safely use the result.

Expected delivery

Practical guides, onboarding records, competence checks and a maintained support knowledge base.

Enrol first and submit the full application

Enrol at www.norisha.org/registration/careers and save your reference. Send a cover letter, CV, relevant academic/professional certificates, permitted portfolio links and two referees with permission to mark@norisha.org. Subject: NORISHA LEADERSHIP OFFICE | reference | office | role | preferred location. Prefer PDF attachments below 10 MB total. Do not submit passwords, ID/passport copies, KRA PINs, SHA, bank or medical information at this stage. No recruitment fee.

Rolling review and final selection

Closing: 30 November 2026, 23:59 EAT. Missing information receives correction guidance; an unsuccessful decision includes specific reasons. Suitable applications stay in a confidential consideration pool without an early passed message. Final comparison takes place after closing; up to ten suitable candidates per role family may be retained if enough qualify. Other work requires a defined role, candidate agreement and separate written terms.

Appointment, authenticity and privacy

Target: each applicant receives an outcome or outstanding-check status by the morning of 1 December 2026. Cleared appointees receive their role, duty station, reporting contact and written start instructions before deployment. Planned start: 1 December 2026 for cleared appointees with written offers. Salary in KES, contract, duty station, equipment and remote-work terms are agreed in writing. Only genuine, verifiable credentials are accepted. Authorised reviewers handle application data; unsuccessful records are reviewed for deletion six months after closing unless retention is required. Contact mark@norisha.org for correction or assistance. Initial enrolment is not appointment.