



LEADERSHIP OFFICE STAFF

AI Strategy & Governance Assistant

Norisha Foundation | We are certified | AI strategy and governance

Work arrangement: Remote / hybrid; office coordination as agreed

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

Support establish accountable use of AI and virtual assistants across leadership-office administration.

Responsibilities

1. Prepare and execute assigned production tasks under the Lead's review; do not approve your own final release or change system permissions.
2. Catalogue AI use cases, owners, data categories, approval gates and human decision responsibilities.
3. Evaluate proposed tools for suitability, confidentiality, reliability, cost and measurable administrative value.
4. Set approved instructions, access boundaries and escalation rules for agents; keep sensitive records out of unapproved services.
5. Require factual verification and human approval before employment, beneficiary, financial or external commitments.
6. Maintain AI policy, model/version register, evaluation evidence, incident escalation and periodic reviews.





AI Strategy & Governance Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in artificial intelligence, information systems, data governance, computer science or a closely related field; a relevant master's degree is desirable. A verifiable portfolio and practical competence in the advertised work are essential. Minimum 5 years of relevant, progressively responsible experience, supported by verifiable work and references.

Portfolio and evidence

Provide two implemented AI-governance or operational AI cases, your contribution, controls, evaluation evidence and lessons learned. Redact all confidential data.

Selection assessment

Review a synthetic office use case, identify limits and propose a controlled AI workflow with human approval and evidence checks.

Expected delivery

Approved AI-use register, clear authority boundaries, evaluation reports and documented operating controls.

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.