



LEADERSHIP OFFICE STAFF

AI Workflow & Virtual Assistants Assistant

Norisha Foundation | We are certified | AI operations and virtual assistants

Work arrangement: Remote-first; scheduled office workshops

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 operate supervised AI assistants for administrative preparation, follow-up and knowledge retrieval.

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. Translate approved office tasks into repeatable instructions, templates, structured outputs and human review stages.
3. Configure retrieval from authorised documents with source references and test answers against known facts.
4. Evaluate accuracy, missing information, prompt injection, inappropriate disclosure and failure recovery using synthetic data.
5. Prepare draft briefs, summaries and action logs; never represent an AI draft as approved or automatically send consequential messages.
6. Track tool permissions, run histories, version changes and costs; coordinate code changes with the software team.





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Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in artificial intelligence, computer science, information systems, automation 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 operational assistant or retrieval-workflow examples, evaluation results and evidence of reduced administrative effort. Identify your role and data permissions.

Selection assessment

Build or explain a small synthetic retrieval-and-draft workflow with explicit uncertainty, source checks and a human release gate.

Expected delivery

Documented assistant workflows, traceable drafts, evaluation checks, cost records and reliable human handovers.

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.

