



LEADERSHIP OFFICE STAFF

CAD & Plotter Production Assistant

Norisha Foundation | We are certified | CAD and large-format production

Work arrangement: On-site production in Nairobi; design preparation may be remote

Reporting: CAD & Plotter Production Lead

Applicable office(s): Founder home 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 prepare accurate drawings and operate approved plotter workflows for studio, model-city and publication production.

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. Prepare scaled CAD/vector files, dimensioned layouts, layers, bleed, margins and clear print specifications.
3. Preflight files and check resolution, colours, media type, scale and expected material usage before approved jobs.
4. Operate only commissioned equipment after model-specific induction; maintain calibration and routine service records within competence.
5. Produce test strips or scale checks, inspect finished output and record errors, reprints and material use.
6. Coordinate approved drawings with 3D, animation and publishing teams; no structural design certification or regulated engineering sign-off is delegated.





CAD & Plotter Production Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in CAD, design technology, architecture-related design, industrial design, print production 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 three drawings or large-format outputs showing scale, dimensions, preflight checks and your personal role. Redact private site information.

Selection assessment

Prepare a sample file at a specified scale, identify a print fault and explain safe setup, calibration and quality checks.

Expected delivery

Dimensionally checked production files, approved proof sheets, material-use records and organised reusable drawing assets.

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.

