LEADERSHIP OFFICE STAFF

Data Quality & Analytics Lead

Norisha Foundation | We are certified | Data quality and management reporting

Work arrangement: Remote / hybrid; authorised office data coordination

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

Provide reliable management information for leadership decisions without confusing unverified enquiries with approved outcomes.

Responsibilities

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

2. Define data fields, source provenance, validation rules, identifiers and controlled correction procedures.

3. Reconcile received applications, reviews, pending checks, resource commitments and delivery records with their authoritative sources.

4. Produce accessible dashboards and exception reports that distinguish facts, estimates, pending cases and approvals.

5. Use minimised, authorised datasets; protect individual case details and prohibit unsupported identity merges or automated eligibility decisions.

6. Support migration specifications and reconciliation tests for the later database phase; no production schema changes are authorised by this vacancy.

Data Quality & Analytics Lead

Qualifications, evidence and application

Required qualifications and experience

Master’s degree in data science, statistics, information management, business analytics 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 redacted dashboard, data-quality checklist and a reconciliation example, stating the source, limitations and your own contribution.

Selection assessment

Reconcile a synthetic register, identify missing/duplicate evidence and produce a short decision-ready report without inventing outcomes.

Expected delivery

Agreed data dictionary, reconciled reports, documented exceptions and quality-assured management summaries.

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.