



LEADERSHIP OFFICE STAFF

Graphic Design & Publishing Assistant

Norisha Foundation | We are certified | Design and publishing

Work arrangement: Remote-first; print proofing may require Nairobi attendance

Reporting: Graphic Design & Publishing 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 produce polished books, official layouts and digital material while preserving Norisha's approved identity.

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. Apply the locked letterhead, approved bird emblem, flag, colours and modest DMK credit without silently redesigning them.
3. Lay out manuscripts, books, posters and accessible PDFs with consistent hierarchy, correct pagination and proof stages.
4. Preflight fonts, image resolution, crop marks, colour profiles and output specifications as appropriate to the printer.
5. Maintain editable source files, edition history, authorised changes and rights/provenance records.
6. Check all names, dates, handles and links; prevent release of private regulatory correspondence or unapproved signatures.





Graphic Design & Publishing Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in graphic design, publishing, visual communication, typography 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 complete publications or design projects, including a multi-page layout and a print-ready example, with clear authorship.

Selection assessment

Correct a short sample layout and explain proofing, accessibility, print preparation and version control.

Expected delivery

Approved print/digital masters, proof records, organised source assets and error-checked publications.

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.

