LEADERSHIP OFFICE STAFF

Executive Assistant and Office Administrator

Norisha Foundation | We are certified | Founder home-office support

Work arrangement: On-site / hybrid in Nairobi

Reporting: Founder and Executive Director, through the Home Office Lead where delegated

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

Manage the executive diary, correspondence, meeting papers, travel coordination, approved visitors and records. Follow up agreed actions and protect confidential information. Proven support to a senior executive and strong digital administration are required.

Responsibilities

1. Manage the executive diary, correspondence, meeting papers, travel coordination, approved visitors and records. Follow up agreed actions and protect confidential information. Proven support to a senior executive and strong digital administration are required.

2. Maintain an accurate task register, agreed priorities, documented handovers and escalation of overdue or blocked work.

3. Use approved virtual collaboration tools; access only the information required for the assignment. Keep the Founder’s residential location and private correspondence confidential.

4. Coordinate with the studio, technology and field teams through authorised channels. Do not grant access, spend, sign contracts or publish on behalf of Norisha without written authority.

5. Document completed work, approvals, asset movements or follow-up actions so another authorised colleague can continue the task.

Executive Assistant and Office Administrator

Qualifications, evidence and application

Required qualifications and experience

Bachelor’s degree in business administration, communications, office administration or a related field; a relevant master’s degree is desirable. Minimum 5 years of relevant, progressively responsible experience, supported by verifiable work and references.

Portfolio and evidence

Provide a CV, relevant credentials and two referees with permission. Provide redacted examples of comparable work; never disclose a former employer’s confidential records.

Selection assessment

Resolve a synthetic diary conflict, draft a professional meeting pack and show accurate correspondence, action tracking and confidentiality controls.

Expected delivery

Agreed work plan; accurate task and handover records; timely, documented follow-up; confidentiality and accountable use of delegated authority.

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.