



LEADERSHIP OFFICE STAFF

Administration, AI and virtual operations

Staff supporting the Founder, National Coordinator and Regional Coordinators. Each role specifies applicable offices and work arrangement. The Founder home office also houses the planned Dreamframe Studio, plotter and 3D-printing workspace. Exact residential location remains private.

Applications close 30 November 2026, 23:59 EAT. Planned start: 1 December 2026 for cleared appointees with written offers.

Progression, activation and starting work depend on confirmed funding, approved staffing budgets, strategic priorities, resource planning and deployment readiness. Enrolment is not employment.

Enrol first: www.norisha.org/registration/careers

Full applications: mark@norisha.org | Quote reference, office, role and preferred location.

Chief of Staff / Executive Office Lead | 15 years | On-site / hybrid in Nairobi

Executive Assistant and Office Administrator | 5 years | On-site / hybrid in Nairobi

Programme and Case Coordination Lead | 10 years | Remote / hybrid by agreed assignment

Resource Mobilisation and Logistics Coordinator | 5 years | On-site / hybrid in Nairobi

Partnerships and Institutional Correspondence Coordinator | 5 years | Remote / hybrid by agreed assignment

Executive Driver and Field Logistics Assistant | 5 years | On-site, authorised journeys and field delivery

AI Strategy & Governance Lead | 10 years | Remote / hybrid; office coordination as agreed

AI Strategy & Governance Assistant | 5 years | Remote / hybrid; office coordination as agreed

AI Workflow & Virtual Assistants Lead | 10 years | Remote-first; scheduled office workshops

AI Workflow & Virtual Assistants Assistant | 5 years | Remote-first; scheduled office workshops

Data Quality & Analytics Lead | 10 years | Remote / hybrid; authorised office data coordination

Data Quality & Analytics Assistant | 5 years | Remote / hybrid; authorised office data coordination

AI Adoption & Staff Enablement Lead | 10 years | Hybrid; live and remote staff support

AI Adoption & Staff Enablement Assistant | 5 years | Hybrid; live and remote staff support

People & Office Administration Lead | 10 years | Hybrid; attendance at the assigned office as agreed

People & Office Administration Assistant | 5 years | Hybrid; attendance at the assigned office as agreed

Office Finance & Accounts Lead | 10 years | Hybrid; controlled document handling at assigned office

Office Finance & Accounts Assistant | 5 years | Hybrid; controlled document handling at assigned office

Records & Institutional Compliance Lead | 10 years | Remote / hybrid; controlled originals handled on-site

Records & Institutional Compliance Assistant | 5 years | Remote / hybrid; controlled originals handled on-site

Office Procurement & Assets Lead | 10 years | Hybrid; receipt, inspection and asset work on-site

Office Procurement & Assets Assistant | 5 years | Hybrid; receipt, inspection and asset work on-site





ICT & Virtual Systems Lead | 10 years | Hybrid; equipment support on-site, administration remotely where authorised

ICT & Virtual Systems Assistant | 5 years | Hybrid; equipment support on-site, administration remotely where authorised

Software & Workflow Automation Lead | 10 years | Remote-first; scheduled Nairobi coordination as required

Software & Workflow Automation Assistant | 5 years | Remote-first; scheduled Nairobi coordination as required

CAD & Plotter Production Lead | 10 years | On-site production in Nairobi; design preparation may be remote

CAD & Plotter Production Assistant | 5 years | On-site production in Nairobi; design preparation may be remote

3D Printing & Prototyping Lead | 10 years | On-site in Nairobi; CAD preparation may be remote

3D Printing & Prototyping Assistant | 5 years | On-site in Nairobi; CAD preparation may be remote

Animation & Motion Graphics Lead | 10 years | Remote-first; scheduled studio collaboration

Animation & Motion Graphics Assistant | 5 years | Remote-first; scheduled studio collaboration

Social Media & Digital Communications Lead | 10 years | Remote / hybrid; approved event capture may require attendance

Social Media & Digital Communications Assistant | 5 years | Remote / hybrid; approved event capture may require attendance

Graphic Design & Publishing Lead | 10 years | Remote-first; print proofing may require Nairobi attendance

Graphic Design & Publishing Assistant | 5 years | Remote-first; print proofing may require Nairobi attendance

Dreamframe Studio Production Lead | 10 years | Hybrid; filming, recording and equipment operation on-site in Nairobi

Dreamframe Studio Production Assistant | 5 years | Hybrid; filming, recording and equipment operation on-site in Nairobi

Full JDs and portfolios

Separate role PDFs are available at www.norisha.org/careers/executive-office. Read the role-specific qualifications, practical assessment and application instructions. Remote access is limited by assignment; core system access is not granted to every employee. Equipment operators work on-site after appropriate induction.

Selection

Applications are reviewed on arrival. Suitable candidates remain in a confidential pool. Final comparison follows closing; Lead and Assistant appointments each require suitability for that role. Up to eight further suitable candidates in the role-family shortlist may be approached for separately defined work. No appointment is guaranteed.

