



LEADERSHIP OFFICE STAFF

ICT & Virtual Systems Assistant

Norisha Foundation | We are certified | ICT and virtual workplace

Work arrangement: Hybrid; equipment support on-site, administration remotely where authorised

Reporting: ICT & Virtual Systems Lead

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

Support run a reliable virtual workplace for the Founder's office, Dreamframe Studio and the planned miniature-city workspace.

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. Configure approved workstations, storage, collaboration tools, printers and local networks; keep an inventory and configuration register.
3. Maintain named accounts, role-based access, multi-factor authentication, patching, backups and tested restoration; never share privileged accounts.
4. Provide remote user support through approved tools and documented tickets; escalate suspected incidents promptly.
5. Support shared infrastructure that limits the number of people accessing core beneficiary, finance and HR systems.
6. Document operating procedures, equipment handovers, licence ownership and access removal.





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foundation for thoughtful change

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Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in information technology, information systems, computer science, cybersecurity 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

Supply redacted examples of a support runbook, network/storage design and a backup-restoration exercise. Do not submit passwords or production configuration secrets.

Selection assessment

A supervised lab using synthetic data: troubleshoot a workstation, explain access boundaries and demonstrate restoration from a test backup.

Expected delivery

Service inventory, support queue, documented access approvals, tested backups and reliable equipment handovers.

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.

