LEADERSHIP OFFICE STAFF

Office Procurement & Assets Assistant

Norisha Foundation | We are certified | Procurement and office assets

Work arrangement: Hybrid; receipt, inspection and asset work on-site

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

Support coordinate direct manufacturer sourcing and accountable office equipment acquisition under approved authority.

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. Prepare clear specifications, manufacturer enquiries, comparison records and due-diligence questions.

3. Track approved purchase requests, expected deliveries, warranties, service arrangements and consumables.

4. Arrange independent receipt/inspection, asset tagging and signed equipment handovers.

5. Coordinate shipment and workshop/studio setup with approved technical staff; do not commission equipment beyond competence.

6. Declare supplier conflicts; no supplier commitment, spending or disposal is permitted without delegated approval.

Office Procurement & Assets Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in procurement, supply-chain management, logistics, asset management 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 redacted examples of a manufacturer comparison, goods-receipt record and asset handover or lifecycle register.

Selection assessment

Compare synthetic manufacturer offers, identify missing warranty or delivery terms and prepare an accountable receipt plan.

Expected delivery

Documented sourcing comparisons, complete asset records, warranties and controlled 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.