LEADERSHIP OFFICE STAFF

People & Office Administration Assistant

Norisha Foundation | We are certified | People and office administration

Work arrangement: Hybrid; attendance at the assigned office as agreed

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 maintain organised staffing and office administration for the assigned leadership office.

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. Maintain the recruitment and onboarding action register, role descriptions and controlled personnel records.

3. Arrange interviews, approved references, correspondence and consistent applicant status follow-up.

4. Prepare duty rosters, leave and attendance records, meeting logistics and documented office handovers.

5. Keep employment assessment separate from beneficiary support and escalate conflicts of interest.

6. Prepare contracts and staffing changes for authorised review; no employment offers or staff access are issued without approval.

People & Office Administration Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in human resource management, public administration, business administration 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 an onboarding checklist, interview administration workflow and office coordination register.

Selection assessment

Organise a synthetic recruitment-to-onboarding case, identify incomplete evidence and prepare a respectful follow-up draft.

Expected delivery

Accurate HR administration, complete onboarding checklists, timely correspondence and confidential personnel handling.

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.