



LEADERSHIP OFFICE STAFF

Records & Institutional Compliance Assistant

Norisha Foundation | We are certified | Records and institutional compliance

Work arrangement: Remote / hybrid; controlled originals handled 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 maintain authoritative records, approved correspondence and evidence of institutional obligations for the assigned 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. Control document versions, references, approval records, incoming correspondence and authorised distributions.
3. Maintain an obligations and deadline register, with accountable owners and escalation of overdue items.
4. Preserve original certificates and locked brand masters; release only approved public display copies.
5. Keep private regulatory correspondence, applicant records and beneficiary evidence out of public materials.
6. Prepare document packs for authorised legal or professional review; do not provide regulated legal advice or sign on behalf of leadership.





Records & Institutional Compliance Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in records management, information governance, public administration, compliance 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 a document-control register, retention/access procedure and example of tracking an institutional deadline with verifiable follow-through.

Selection assessment

Resolve a synthetic version conflict, classify public versus private records and prepare an authorised document-release checklist.

Expected delivery

Reliable document registers, traceable approvals, protected originals and timely compliance escalations.

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.

