LEADERSHIP OFFICE STAFF

Social Media & Digital Communications Assistant

Norisha Foundation | We are certified | Social media and digital communications

Work arrangement: Remote / hybrid; approved event capture may require attendance

Reporting: Social Media & Digital Communications Lead

Applicable office(s): Founder home 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 manage approved social communication that informs the public and directs people to the correct Norisha registration routes.

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 a content calendar, clear captions and platform-specific image/video briefs with approved handles and brand assets.

3. Preview every crop, subtitle, thumbnail and link on mobile before requesting publication approval.

4. Use delegated page roles and multi-factor authentication; never request shared passwords or unrestricted administrator access.

5. Moderate enquiries respectfully, identify fraudulent recruitment claims and route private applications to official channels rather than public comments.

6. Report meaningful engagement, referral traffic and enquiry themes; paid promotion, sponsorship promises and publication require approval.

Social Media & Digital Communications Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in communications, digital marketing, journalism, media studies 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 verifiable campaign case study, sample captions and an analytics explanation; identify your own role and avoid sharing private account access.

Selection assessment

Create a short sample content plan and adapt one approved message for a feed post, Story and short caption. Explain a safeguarding escalation.

Expected delivery

Approved content schedule, correctly sized posts, response/escalation log and concise performance reports.

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.