



LEADERSHIP OFFICE STAFF

Software & Workflow Automation Assistant

Norisha Foundation | We are certified | Web and workflow automation

Work arrangement: Remote-first; scheduled Nairobi coordination as required

Reporting: Software & Workflow Automation 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 build and maintain approved website, portal and automation improvements with minimal manual handling.

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. Translate approved workflows into small, testable changes and clear acceptance criteria.
3. Use version control, code review, isolated test environments and synthetic records before production release.
4. Integrate authorised forms, notification and reporting workflows without exposing private applicant or beneficiary data.
5. Provide accessible interfaces, validation, error handling, logging and documented recovery steps.
6. Track dependencies and licences; deployment, data exports and production access require explicit delegated authority.





Software & Workflow Automation Assistant

Qualifications, evidence and application

Required qualifications and experience

Relevant degree or recognised advanced professional qualification in computer science, software engineering, information systems 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 two relevant code or automation examples, your exact contribution, a short architecture note and verifiable delivery references.

Selection assessment

Review a small synthetic workflow and implement or explain a limited fix in a supervised environment; no unpaid production project or live credentials required.

Expected delivery

Reviewed changes, meaningful checks, accessible user flows, release notes and maintainable handover documentation.

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.

