



WE ARE CERTIFIED

County Coordinator

WE ARE CERTIFIED - NORISHA FOUNDATION. Public Benefit Organization registration PBO/2026/NL-NDUYEKB, dated 13 October 2026.

Public certificate display copy:

<https://www.norisha.org/documents/norisha-pbo-registration-certificate-display.pdf>

ENROL ONLINE FIRST: www.norisha.org/registration/careers

Applications and planned posts

25 October-30 November 2026, 23:59 EAT | 47 planned national posts for this role; appointments phased.

Role context

Norisha Foundation is establishing experienced professional teams for its county teams across Kenya. This role will help translate the Foundation's mission into coordinated, accountable support for vulnerable children, young people and families. The work requires depth of expertise, independent professional judgment and effective cooperation across programme and support functions. The postholder must understand how their decisions affect service quality, safeguarding, resources and public trust.

Purpose

Lead an assigned Norisha Umoja office and turn approved priorities into safe, measurable and accountable programme delivery.

Reporting

Supported by one Deputy County Coordinator and eight department Leads, each with one Assistant. Reports to the relevant Regional Coordinator (Dr. Saidimu for Norisha Umoja). The Regional Coordinator's own office staffing is outside this notice.

Responsibilities

1. Lead the office's 18-person professional team; agree responsibilities, work plans and performance expectations.
2. Integrate programme, finance, personnel, safeguarding, logistics and information requirements into one realistic office delivery plan.
3. Review budgets, commitments, delivery evidence and risks; escalate resource gaps without promising unapproved assistance.
4. Coordinate government, community and institutional relationships within delegated authority.





5. Chair delivery reviews, resolve cross-functional problems and report progress and exceptions accurately.
6. Maintain safeguarding escalation, complaints handling, confidentiality and separation of financial duties.

Required qualifications

Master's degree in project management, development studies, public administration, social work, business administration or a closely related field.

Required experience

At least 15 years of progressively responsible programme, development or operational experience, including 7 years in NGO, nonprofit or community-development programmes and 5 years leading multidisciplinary teams or several programme portfolios. These periods may overlap. Demonstrated responsibility for budgets, partnerships, delivery risks and organisational accountability is required.

Knowledge and expertise

Multidisciplinary leadership; prioritisation under pressure; analytical judgment and practical problem solving.

Budget literacy, risk assessment, negotiation and clear English and Kiswahili communication.

Ability to coordinate several programmes while maintaining accurate records and sound professional boundaries.

Practical assessment

Prepare and defend an office work plan, resource allocation and risk register from a common NGO case. Explain a difficult delivery decision and provide verifiable examples of teams led and results achieved.

Desirable strengths

Relevant advanced specialist training, continuing professional development and experience supporting complex, multi-programme organisations. A record of mentoring colleagues, improving systems and delivering measurable professional results is desirable.

Expected contribution

The successful postholder will be expected to establish dependable working routines, maintain evidence of work completed, identify risks early and provide practical advice to office leadership. Performance will be assessed against agreed work plans, quality of professional outputs, timely escalation and demonstrable improvements in delivery. Appointment does not confer authority to activate services, collect money or make commitments beyond written delegation.





1. Enrol, then complete your application

FIRST ENROL at <https://www.norisha.org/registration/careers> and save your reference. Then review this JD and submit the cover letter, CV, relevant academic/professional certificates and two professional referees (with permission) to mark@norisha.org. Email subject: NORISHA RECRUITMENT 2026 | enrolment reference | role title | preferred county. Use PDF attachments totalling preferably below 10 MB. Applications close 30 November 2026 at 23:59 EAT. Do not send ID/passport copies, KRA PINs, SHA, banking, medical or confidential beneficiary records through the public enrolment form. No recruitment fee is charged.

2. Appointment and deployment

Selection, credential checks, available funding, readiness and a written offer precede appointment. Remuneration, contract duration, benefits, duty station and start date are confirmed in written terms. Intended start: 1 December 2026, tentative. Enrolment is not an employment offer or authority to represent Norisha.

3. Authenticity and fairness

Qualifications, experience, professional credentials and references must be accurate, genuine and verifiable. Forgery and deliberate misrepresentation may lead to rejection or withdrawal of an offer after verification and referral to the relevant authorities. Selection assesses job-related competence; reasonable assessment adjustments may be requested.

4. Applicant privacy

Application information is used for recruitment review, contact and necessary credential/reference checks by authorised reviewers. Unsuccessful files are reviewed for deletion six months after closing unless retention is legally required. Longer talent-pool retention requires a separate invitation. Contact mark@norisha.org about access or correction, or Kenya's Office of the Data Protection Commissioner about applicable rights.

