WE ARE CERTIFIED

Deputy 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

Support the County Coordinator by coordinating daily implementation, following up department Leads and ensuring agreed actions are completed.

Reporting

Reporting to the County Coordinator. The Deputy supports daily operations, follows up department Leads and acts for the County Coordinator only under documented delegation.

Responsibilities

1. Maintain the integrated activity calendar, action register and reporting deadlines.

2. Coordinate field visits and follow up programme and support teams on agreed tasks.

3. Consolidate factual progress reports and flag delays, conflicting priorities and resource needs.

4. Coordinate meetings, partner follow-up and volunteer or attachment schedules through responsible supervisors.

5. Check operational documentation for completeness and route requests to the authorised Lead.

6. Act for the County Coordinator only under documented delegation; preserve safeguarding and financial approval boundaries.

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 10 years of progressively responsible programme coordination or operations experience, including 5 years in NGO, nonprofit or community-development programmes and 4 years coordinating staff, field operations or multiple work streams. These periods may overlap. Evidence of managing complex delivery schedules and resolving cross-functional problems is required.

Knowledge and expertise

Organised follow-through, practical supervision and calm judgment when priorities compete.

Strong report writing, spreadsheets, meeting coordination and respectful community communication.

Understanding of the interaction between programmes, finance, people, logistics and protection.

Practical assessment

Resolve a simulated scheduling and resource conflict, produce an action tracker and write a concise management update. Give examples of activities coordinated and problems resolved.

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.