



26 October 2026 | Ref: NF/JUJA/JD/20261026/community-task

JUJA LOCAL CONTRACT ROLE DESCRIPTION

Community Task & Enrolment Helper

Status: Expression of interest for possible adult assignments; not an employment offer. Registration: 26-31 October 2026, closing 31 October at 23:59 EAT. This is an independent Norisha initiative, not a government programme or partnership.

Reporting: Founder and Executive Director, or a named supervisor delegated in writing. Duty station: Juja, Kiambu County; travel and remote tasks only as agreed. Future county/regional arrangements are not appointed by this document.

Purpose and duties: Accept only shifts you can attend; help with approved outreach, queues, logistics or supervised adult enrolment. Use authorised devices and instructions. No fees, promises of assistance, child interviews alone or personal copies of records.

Qualifications and experience: No school-completion certificate or prior employment required. Clear communication, willingness to learn and successful safeguarding/privacy induction are essential. Practical ability will be assessed. No fixed prior-years threshold; demonstrate the stated role competence. Qualifications, claimed work and professional credentials are subject to verification.

Assessment: Role-relevant practical exercise, experience review and references obtained with permission. Applicants must be 18 or older. Provide only accurate information; suspected discrepancies require clarification and source verification, not assumptions from document appearance.

Before deployment: Confirmed funding, appropriate legal engagement classification, safeguarding/data-access induction and a written agreement stating duties, hours or deliverables, rate, payment date, duration, supervision, expenses, confidentiality and termination. Accept only shifts you can attend; classes take priority over unaccepted assignments. Daily labels do not remove applicable employment rights. No automatic appointment, unpaid trial or guaranteed long-term work. No one may approve their own expenditure or beneficiary case.

Register: www.norisha.org/juja/contracts. Save your reference. Necessary CVs, credentials, permits or portfolio evidence will be requested privately after initial review. Do not submit children's details, ID scans or medical information through the public form. No fees. Enquiries: mark@norisha.org.