



26 October 2026 | Ref: NF/JUJA/JD/20261026/enrolment-lead

JUJA LOCAL CONTRACT ROLE DESCRIPTION

Enrolment & Data Quality Lead

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: Review local intake batches; investigate possible duplicates without name-only merges; record corrections and review evidence; prepare authorised transfer manifests. No self-approved bulk migration or unrestricted system access.

Qualifications and experience: Relevant master's degree in information management, information systems, statistics or related discipline; evidence of data quality and controlled records handling. Minimum 10 years of relevant experience. 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.