NORISHA FOUNDATION
Foundation for thoughtful change
www.norisha.org | mark@norisha.org | +254 721 635 957

26 October 2026 | Ref: NF/JUJA/JD/20261026/student-digital

JUJA LOCAL CONTRACT ROLE DESCRIPTION
Student Digital & Event Task Assistant

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: Undertake agreed digital, document, media-preparation or event tasks around your availability. Record hours or deliverables; obtain supervisor approval before publication. No unrestricted beneficiary-data access.

Qualifications and experience: Students and non-students may apply. Demonstrate the relevant digital, design, clerical or event skill through a short practical exercise; a completed degree and prior job are not required. 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.