

REMOTE WORK READINESS CHECKLIST FOR KENYANS

Free BizPlans remote-work resource

Practical, Kenya-focused business plan

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1. Before You Apply

Use this checklist before sending applications.

- ☐ Primary computer tested with the tools required by the role.
- ☐ Internet tested at different times and backup connection documented.

☐ Power continuity plan tested.

- ☐ Quiet call space, audio and camera tested.
- ☐ Working hours stated in EAT and converted correctly for target roles.

☐ CV and portfolio claims are truthful.

- ☐ Portfolio links work in a private browser.
- ☐ Practice files use synthetic or properly redacted data.
- ☐ Official company, platform and Kenya eligibility checked.
- ☐ No payment, deposit, proxy, account purchase or identity bypass is involved.

2. Readiness Score

Score each area from 0 to 2: 0 = not ready, 1 = partly ready, 2 = tested and documented.

Area	Score
Device and software	
Internet and power fallback	
Communication setup	
Defined specialization	
Two relevant practice projects	
Portfolio and working links	
Role-specific CV	
Scam and eligibility checks	
Data-security rules	
Application tracking	

A low score is a work list, not a reason to buy an expensive course or fake experience.

Research sources

External prices, yields, fees, and regulatory claims use the source markers shown throughout this guide. Verify time-sensitive figures before committing capital.

[S1] Ajira Digital Programme

Publisher: Ministry of Information, Communications and the Digital Economy

Geography: Kenya

<https://www.ajiradigital.go.ke/>

Ajira Digital provides online-work readiness, mentorship, training and institutional clubs. Use the current programme site to verify available training rather than claiming guaranteed placement.

[S2] Job Scams

Publisher: US Federal Trade Commission

Geography: Global

<https://consumer.ftc.gov/articles/job-scams>

The FTC warns that honest employers do not ask candidates to pay to obtain a job and documents common fake-check, equipment-purchase and impersonation schemes.