**WordPress Maintenance and DevOps Consultant – Join Grounded's Tech Team**

LOCATION: Remote or on site as required in Kikuyu (Kenya HQ)

CONTRACT: Individual, or Firm | Contract (20 hours / week) | Duration (Q1)

## Company Overview

Grounded is a women-run manufacturer of non-toxic cleaning products powered by Kenyan ingredients. Founded in 2017, we manufacture over 50 products to convert homes and businesses to the new clean.

At Grounded, we are committed to fostering an inclusive and diverse workplace where all employees feel valued, respected, and empowered to contribute their unique perspectives. Diversity, equity, and inclusion are fundamental values that drive innovation, creativity, and success.

## The Opportunity

We are seeking a highly capable, proactive, and solutions-driven WordPress Maintenance & DevOps Consultant to take end-to-end ownership of the stability, performance, and reliability of the Company website. This role is ideal for an experienced consultant or contractor who is comfortable operating independently, making sound technical decisions, and partnering closely with a growing business to ensure its digital platform remains robust, secure, and scalable.

Reporting to the Chief Commercial Officer, you will be responsible for overseeing WordPress maintenance, AWS infrastructure management, performance optimization, and targeted custom development. You will act as a trusted technical partner—ensuring day-to-day stability while also advising on improvements, risk mitigation, and future-proofing the platform as the organisation evolves.

Beyond execution, this role requires strategic judgment. You will identify potential issues before they arise, recommend best-practice solutions, and implement changes with minimal disruption. You will also support internal stakeholders—particularly marketing and product—by enabling fast, reliable deployments of campaigns, promotions, tracking tools, and site updates.

This role is suited to a senior professional who values accountability, clear outcomes, and high standards. You must be comfortable balancing hands-on delivery with advisory input, working with limited oversight, and tailoring solutions that are pragmatic, cost-effective, and aligned with business priorities.

## What You'll Do

Grounded.co.ke is looking for a skilled developer to take over the ongoing maintenance of our WordPress website. This role will be responsible for ensuring the site's stability, performance, and security, as well as managing updates, plugins, and any custom code adjustments.

Key Responsibilities:

- **WordPress Maintenance:** Regularly update and maintain WordPress themes and plugins to ensure compatibility and security. Troubleshoot and resolve any issues that arise with the CMS.
- **DevOps & AWS Management:** Monitor and manage the AWS infrastructure that hosts the site. Ensure uptime, optimize server performance, and handle any server-side updates or configurations.
- **Performance Optimization:** Continuously monitor and improve site speed and responsiveness. Identify bottlenecks and recommend solutions.
- **Custom Development: I**mplement any necessary custom code changes or enhancements within the WordPress framework.
- **General Site Maintenance:** Ensure that all website content updates are smoothly managed, either through the CMS or via minor HTML/CSS tweaks.
- **Marketing Support:** Support digital marketing efforts including creation of Google UTMs, Meta Pixel connections, coupon creation.
- **Product Configurations:** Light support on product changes, promos and offer scheduling.
- **Content Support:** Update Careers and priority content pages in collaboration with team.
- **Systems & Coordination:** Partner with internal stakeholders to translate business needs into practical, well-executed technical solutions.
  - Maintain clear technical documentation and provide handover-ready knowledge as required.
  - Provide monthly summary reports of work performed, hours billed, and key outcomes achieved, sufficient to support transparency and review against agreed success metrics.

## Who We're Looking For:

Someone who is:

- Highly reliable, proactive, and comfortable owning critical production systems end to end
- Solutions-oriented, with strong judgment and the ability to balance speed, risk, and quality
- Confident operating independently as a consultant or contractor with minimal oversight
- Comfortable advising non-technical stakeholders and translating business needs into technical solutions
- Detail-driven, security-conscious, and committed to high professional standards
- Pragmatic and commercially minded, with an understanding of cost, scalability, and business impact

Must-Haves:

- Proven hands-on experience maintaining and supporting production WordPress websites
- Proven experience managing AWS-hosted environments (e.g. EC2, S3, backups, security groups, monitoring)
- Strong expertise in WordPress performance optimization, caching strategies, and site reliability
- Advanced troubleshooting capability across application, server, and infrastructure layers
- Solid experience with PHP, HTML, and CSS (JavaScript and MySQL advantageous)
- Familiarity with DevOps principles, including monitoring, uptime management, and incident response
- Experience working under SLAs and outcome-based performance metrics
- Ability to document work clearly and submit regular reports aligned to KPIs and hours billed

## Why Join Grounded?

- Be part of a mission-driven, growing Kenyan company
- Support a fast growing ecommerce team

## How to Apply

If you are excited about being a key player for a growing brand, submit your CV, a brief cover letter, and links to any portfolios or past work on our Job Application Link.

In all aspects of our operations, from hiring and promotion to training and development, we are committed to creating an environment that promotes fairness, equality, and opportunity for all.

**Apply at www.grounded.co.ke/careers, or via our Job Application Link.**