



**The School  
of St Jude**

# Work with us!

## We're looking for qualified and passionate Assistant Administrator – School Office

**Want to work for one of the largest charities of its kind in Africa?** Are you organized and detail-oriented with a passion for supporting educational initiatives? Does it sound like we're talking about you? Keep reading!

### Work station:

#### 1. Smith Campus, Usa River, Arusha (1 vacancy)

### About Us

The School of St Jude is a pioneering leader in charitable education within Africa. Every year we give 1,800 students with free, quality education, 100's of graduates with access to higher education and provide more than 20,000 government school students with quality teachers. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

### Who are you

- You are highly organized and detail-oriented.
- You have excellent communication and interpersonal skills.
- You are passionate about education and making a positive impact.
- You go to sleep at night dreaming about efficient and well-organized office operations.

### What you'll do among other things

- Ensure the smooth running of the office so that teaching and administration employees can perform their duties efficiently and professionally.
- Maintain adequate supplies of office materials and stationery at all times.
- Ensure all office machines are functioning optimally, with extra ink and paper available at all times; report any issues to the supervisor.
- Assist teaching staff with printing exam papers so they are available for exams.
- Fulfill the purchasing requirements of the office and provide stationery to students and employees.
- Receive visitors and direct them to the appropriate offices.
- Prepare and share monthly reports on stationery consumption for both staff and students, including photocopies, exercise books, pens, gate passes, and printing.
- Update daily staff and student attendance on the Admin folder, email and iSAMs.
- Assist in filing students' documents timely as per the approved checklist form.
- Assist in the scholarship application days logistics.

### What we're looking for

- A diploma in office administration, business, or a related field from a registered and accredited college within East Africa.
- Previous experience in an administrative role, preferably in an educational setting where English is a medium of instruction.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- A proactive work ethic and the ability to work independently.
- An individual capable of typing over 50 words per minute (**50WPM**) this skill will be assessed.

### Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania
- A flexible and supportive community of international and local employees
- Ample opportunities for career progression and development
- Mid-morning tea and lunch (during working days)

### Are you interested?

Send your cover letter and an up to date Curriculum Vitae to [recruitment@schoolofstjude.co.tz](mailto:recruitment@schoolofstjude.co.tz) (subject line must include the reference number: **TSOSJ/HR/ACDM/SMI/03/01/26**)

**Applications close on 12<sup>th</sup> March 2026, only shortlisted candidates will be contacted.**

### **DISCLAIMER:**

**PLEASE BE AWARE OF FRAUDULENT ACTIVITIES IN JOB ADVERTISEMENTS AND RECRUITMENT PROCESS. THE SCHOOL OF ST JUDE DOES NOT REQUEST PAYMENT AT ANY STAGE OF THE RECRUITMENT PROCESS INCLUDING THE OFFER STAGE. ANY PAYMENT REQUESTS SHOULD BE REFUSED AND REPORTED TO LOCAL LAW ENFORCEMENT AUTHORITIES FOR APPROPRIATE ACTION.**

**Fighting poverty  
through education**

