



**The School
of St Jude**

Work with us!

We're looking for qualified and passionate (Assistant – BSJSP Higher Education (HE))

Want to work for one of the largest charities of its kind in Africa? Are you an experienced project person with a passion for organizing impactful events and ensuring smooth operations? Are you skilled in leading a diverse team, coordinating logistics, managing inventories, doing event budgets and delivering exceptional results? Do you thrive in a dynamic environment where your skills can make a real difference? If this sounds like you... Keep reading!

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, detail-oriented, and take pride in maintaining accurate records and systems.
- You are a strong communicator who enjoys supporting college and university scholars and collaborating with multiple stakeholders.
- You are proactive, responsive, and thrive in a role where timelines, follow-ups, and accountability matter.
- You go to sleep at night dreaming about creating efficient systems and ensuring every scholar is supported effectively.

What you'll do

- Manage the BSJSP Higher Education inbox, ensuring all emails are reviewed, assigned, and responded to within 48 hours.
- Support communication and coordination with universities and scholars to ensure smooth program operations.
- Maintain accurate scholar records on TechOne and internal databases with consistent updates and checks.
- Provide administrative, logistical, and communication support for scholar reviews, visits, and program activities.
- Assist in monitoring scholar compliance, financial processes, and reporting, ensuring all procedures are followed.

What we're looking for

- A degree in Business Administration, Psychology, Education or a related field.
- Strong computer skills, especially in Microsoft Excel and Word.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks independently.

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 (subject line must include the reference number: **TSOSJ/SIS/HR/SP/03/26/1**)

Applications close on **30th 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**

