



**The School  
of St Jude**

**Work with us!**

## **We're looking for qualified and passionate (Officer – BSJ Alumni)**

**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, proactive, and enjoy working with people from diverse backgrounds
- You have a natural curiosity and interest in people's journeys, stories, and impact
- You enjoy writing, capturing ideas, and turning conversations into meaningful content
- You are detail-oriented and reliable, ensuring tasks are completed accurately and on time
- You go to sleep at night thinking about the stories you heard today and how they could inspire others

### **What you'll do**

- Support alumni engagement activities, including events, communications, and Alumni Association.
- Initiatives e.g. employability and entrepreneurship, Alumni Reunions, Alumni Spirit programs etc.
- Identify and engage alumni with strong stories, achievements, and impact across different sectors.
- Support the development of alumni stories by gathering insights, quotes, and drafting initial content.
- Assist in creating and managing alumni communications, including newsletters, social media, and portal content.

### **What we're looking for**

- Bachelor's degree in Communications, Marketing, Business, or a related field
- Proven experience or strong interest in writing, storytelling, or content development
- Strong communication skills with the ability to capture ideas and translate them into clear written content
- Good organizational skills, attention to detail, and ability to manage multiple tasks
- Proficiency in Microsoft Office tools (Word, Excel, Outlook) and willingness to learn new systems

### **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/SIS/HR/SP/03/26/2**)

Applications close on **30<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**

