



We're looking for qualified and passionate Officer – Maintenance.

Want to work for one of the largest charities of its kind in Africa? Are you passionate about **facilities management, construction, and maintenance**? Do you have a proactive approach, strong leadership skills, and the ability to oversee **Daily Maintenance Task and Duties, facilities upkeep, and Annual Maintenance Plans (AMP)**? If you're looking for an opportunity to contribute to a mission-driven organization, we want to hear from you! ...

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 you are

- Experienced in facilities management, with a strong background in maintenance, facilities upkeep, property management, space management and utilization, construction, and project management and supervision.
- A Team leader with capability to manage a Team of more than 6 Technicians.
- Highly organized and proactive, with the ability to work independently and oversee multiple tasks and projects from planning to completion.
- Knowledgeable in any maintenance or facilities upkeep system.
- Detail-oriented, ensuring high standards in site inspections, maintenance report writing, and compliance with safety regulations.
- A strong leader, able to manage a team effectively and drive improvements in policies, procedures, and project execution.
- Experience in an institutional, school, or NGO setting.
- A good grasp of sustainability and energy efficiency principles in buildings.

What you'll do

- Managing and supervising the maintenance technicians' team across campuses.
- Managing and supervising the maintenance ticket system.
- Coordinating, supervising, and ensuring effective maintenance of buildings, infrastructure, equipment, furniture, fittings, roads, pavements, and landscaping.
- Attending and resolving emergency repair and maintenance issues promptly.
- Conducting and ensuring preventive maintenance inspections and repairs according to planned schedules.
- Coordinating and supervising work done by contractors, Fundis, and third parties.
- Ensuring all maintenance work areas are safe, tidy, and properly cordoned off.
- Developing and improving preventive maintenance schedules and operating procedures.
- Managing maintenance tools, equipment, assets, and key control records.
- Promoting workplace safety and ensuring staff use proper safety gear.
- Monitoring team workloads to ensure tasks are completed on time and with quality standards.
- Organizing and supervising casual labourers for maintenance activities.
- Ensuring proper record keeping for maintenance activities and asset allocation.

What we're looking for

- Bachelor's degree in Property and Facilities Management from a recognized reputable institution.
- At least 3 years of experience in facilities management, project management, property management, or a similar role.
- Strong knowledge of safety standards, compliance requirements, and project execution best practices.
- Proficiency in Microsoft Office Suite.
- Knowledge of any facilities management or maintenance software is an added advantage.
- Excellent communication and leadership skills, with experience in managing teams and coordinating projects.
- Ability to work independently, provide expert advice on construction, facilities upkeep and maintenance matters, and take initiative without requiring direct supervision.

Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania
- Join 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/HR/HO/MNT/05/26/01 – OFFICER (MAINTENANCE)**)

Applications close on **Monday, 1st June 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.

