



We're looking for qualified and passionate (Assistant – Next Frontier's Incubation & Small Grants Program)

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

- Highly organised, detail-oriented, and reliable
- Enjoys administrative work, follow-ups, and keeping records accurate
- Communicates clearly and professionally with different stakeholders
- Is eager to learn, grow, and build a career in program administration
- Goes to sleep at night dreaming about systems that run smoothly and nothing falling through the cracks

What you'll do

- Support day-to-day administration of the Incubator & Small Grants Program
- Track grant beneficiary reports and follow up on deadlines
- Prepare meeting schedules, attendance lists, minutes, and trackers
- Support communication with participants, mentors, and internal teams
- Ensure all program records and documents are accurate, complete, and well organized

What we're looking for

- A Diploma or Bachelor's degree in Business Administration or a related field
- At least 1 year of experience in administration or business office support.
- Strong organisational and time-management skills
- Good written and verbal communication skills in English
- A proactive attitude, strong work ethic, and willingness to learn

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/HR/HO/SP/01/26/06**)

Applications close on 30th 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.

**Fighting poverty
through education**

