



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

Want to work for one of the largest charities of its kind in Africa? Are you passionate about systems, innovation, and improving how people interact with technology? Do you enjoy exploring user needs, supporting enterprise applications, and helping teams get the most out of ERP systems? If you're a proactive problem-solver with a keen interest in digital tools and process improvement, we'd love 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

- A strategic, detail-oriented thinker who enjoys making systems work better.
- You're interested in finance and business processes and want to understand how systems support decision-making and service delivery.
- Curious about how enterprise systems (ERPs) support core operational functions like accounting, HR, procurement, and reporting.
- Passionate about improving user experience, conducting user research, and gathering feedback during testing and rollout.
- Comfortable exploring and working with data flows, including the basics of ETL (Extract, Transform, Load) processes.
- You might not be an expert, but you're eager to learn, adaptable, and motivated by solving real-world problems.
- A strong communicator who can connect with both technical teams and end users.
- Organized, proactive, and excited to develop in a role that blends finance systems, user engagement, and innovation.

What you'll do

- Support the use and optimization of our enterprise resource planning (ERP) system, ensuring it meets the evolving organizational needs.
- Act as a bridge between end users and technical teams by capturing requirements and translating them into meaningful actions.
- Help coordinate and execute system enhancements and finance-related projects.
- Assist in data integration and reporting efforts, including ETL processes where data is moved, cleaned, and analyzed.
- Conduct and support User Acceptance Testing (UAT) to ensure systems are fit for purpose.
- Engage users across departments to gather insights, identify bottlenecks, and recommend improvements.
- Contribute to reporting, data quality checks, training materials, and user documentation.

What we're looking for

- A Bachelor's degree in IT and Finance or IT and Accounting.
- A background or demonstrated interest in Accounting, Business Systems or Finance.
- A strong understanding of supporting system setup, reporting, reconciliations, and automation.
- Exposure to (or willingness to learn about) ERP systems and their role in managing organizational data and workflows.
- Comfortable supporting or learning about ETL pipelines, how data moves between systems for reporting or integration purposes.
- Experience working with data whether in Excel, SQL, reporting dashboards, or basic scripting.
- Strong documentation, communication, and stakeholder engagement skills.
- Basic experience with user testing (UAT), gathering feedback, and supporting system adoption.
- An interest in project work, helping track progress, coordinate tasks, and bring improvements to life.

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/OP/CA/26/02**)

Applications close on **20th August 2026**; only shortlisted candidates will be contacted.

DISCLAIMER:

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