



We're looking for qualified and passionate Campus Operation Deputy and School Academic Event Project Coordinator

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.

Work stations

1. Campus and Event Deputy- Sisia Campus, Moshono, Arusha, Tanzania.

Who are you

- Experienced in event planning and project management, with a track record of successful event delivery.
- A natural leader who excels in coordinating teams and managing logistics.
- Highly organised, matured person, detail-oriented, with strong communication and time management skills.
- Self-motivated and capable of working independently while meeting deadlines.
- Passionate about contributing to a mission-driven organization.
- Passionate person who can work effectively with academic and non-academic staff and students who is a great role model on behaviour and demonstrate ethical standards of dress codes in academic institutions.

What you'll do

- Plan, organize, and execute school events from start to finish, ensuring all logistics are well-coordinated and objectives are met.
- Oversee event logistics, including catering, setup, décor, and scheduling, ensuring an exceptional experience for attendees.
- Lead and coordinate school environment cleanliness, events teams to maintain cleanliness, safety, and readiness for all school events.
- Develop detailed project plans for events, managing timelines, resources, and budgets to ensure cost-effective execution.
- Collaborate with internal teams, including Academic, Marketing, and Support Services, to align event goals with the school's mission and priorities.
- supervise school cleaners, gardeners and cooks
- Ensure that procedures around the school kitchens managements are well observed and students and staff get their tea and meals as per the school daily routine
- Coordinate and manage post-event clean-up and ensure spaces are restored to their original state.
- Ensure all events comply with health and safety regulations and align with the Child Protection Policy of the school.

What we're looking for

- Diploma or Bachelor's degree in Event Management, Project Management, Hospitality, or a related field.
- At least three years of leadership experience in event planning, project management, environmental cleanliness and school kitchen managements
- Proven ability to work independently, manage multiple projects, and meet deadlines without constant supervision.
- Strong organizational skills with excellent attention to detail.
- Leadership and team management abilities, with proven experience of coordinating diverse teams.
- Proficiency in Microsoft Office Suite and project management tools.
- Exceptional communication and interpersonal skills, with the ability to work collaboratively in a dynamic environment.
- Creative problem-solving abilities, with a focus on delivering high-quality outcomes under pressure.
- Preferably a mature candidate with the experience and demeanor suited to a leadership role, ensuring professionalism and alignment with the school's values.
- Exhibits appropriate conduct, including a respectable dress code and strong interpersonal manners, fostering a positive work environment.

Why us

- The opportunity to use your skills to support a mission-driven organization and make a meaningful impact in Tanzania.
- A collaborative and supportive community of international and local employees.
- Ample opportunities for career growth and professional development.
- Mid-morning tea and lunch provided during working days.

Fighting poverty
through education





Are you interested?

- Send your cover letter detailing your experience in event planning and project management, and an up-to-date Curriculum Vitae to recruitment@schoolofstjude.co.tz (subject line must include the reference number: TSOSJ/HR/ACDM/SEP/02/24).
- Applications close on **27th December 2024**.
- Kindly note that this is a newly created position. Qualified candidates are urged to apply.
- 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.

