The School of St Jude

Work with us!

We're looking for qualified and passionate Assistant Team Lead – 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 **Annual Maintenance Plans (AMP) and Capital Projects**? 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, construction, and project management.
- A Team leader with capability to manage a Team of 10 Technicians.
- Highly organized and proactive, with the ability to work independently and oversee multiple projects from planning to completion.
- Knowledgeable in building design and capable of using architectural and engineering software for drawings and plans.
- Detail-oriented, ensuring high standards in site inspections, BOQ preparation, 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.
- Certifications in project management, safety, or facilities management (e.g., **PMP, NEBOSH, IFMA**) is an added advantage
- A good grasp of sustainability and energy efficiency principles in buildings.

What you'll do

- Prepare and submit the Annual Maintenance Plan (AMP) by September and provide monthly updates on AMP and capital projects.
- Conduct and oversee quality inspections on all construction and maintenance works for compliance and standards.
- Create BOQs, cost estimates, and project procedures for approval before project kickoff.
- Develop and maintain policies, SOPs, and manuals, ensuring ongoing compliance and improvement.
- Lead weekly/monthly team meetings to track progress, address challenges, and improve coordination.
- Manage the Facilities and Asset Management Systems, keeping accurate and updated infrastructure records.
- Collaborate with the Assistant Manager on project planning, budgeting, and resource allocation
- Ensure the safety and security of all sites, adhering to the Child Protection Policy and fostering a safe environment for students, staff, and visitors.

What we're looking for

- Bachelor's degree in Facilities Management, Civil Engineering, Quantity Surveying, Architecture, or any related field from a recognized reputable institution.
- At least five 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
- Experience with architectural and engineering design software, such as:
  - **AutoCAD (for technical drawings and plans)**
  - **Revit (for building information modeling)**
  - **SketchUp (for 3D modeling and visualization)**
  - **ArchiCAD (for architectural design and documentation)**
- Knowledge of any facilities management 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 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/OP/MNT/01/25**)

Applications close on **6th April 2025**, 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