



The School of St Jude

Work with us!

We're looking for qualified Visitors Activities Assistant (s)!

Want to work for one of the largest charities of its kind in Africa? Are you an excellent communicator? Can you work flexible hours? Do you enjoy working with International visitors? Would you call yourself a master planner and attentive to details? Are you passionate about creating unforgettable visitor experiences and promoting a meaningful cause? Are you a people-person who thrives on organization, hospitality? Does it sound like we're talking about you.....Keep reading!

Work station: (Sisia Campus, Moshono, Arusha)

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

- A highly motivated professional with excellent attention to detail and a passion for creating exceptional visitor experiences.
- You are organized and capable of coordinating activities, itineraries, and logistics seamlessly.
- You understand the importance of collaboration and can work effectively with different teams.
- A responsible and proactive individual who enjoys taking on additional duties and contributing to team goals.
- You strive for excellence in communication and hospitality, inspiring visitors to leave with a positive and lasting impression of the organisation Goals,Vision and Mission
- Excelent written and spoken English abilities.
- You possess a keen eye for detail, effortlessly spotting even the smallest errors and resolving issues promptly and professionally.
- An event planning enthusiast, you take pride in creating memorable, purpose-driven events and experiences that support the organisation's mission.
- You have solid experience in budget creation, cost analysis and management, ensuring events and initiatives are both impactful and financially sound.
- You are passionate about hospitality, dedicating your time and energy to achieving outstanding visitors satisfaction.
- You demonstrate a high level of flexibility, reliability and resilience, consistently delivering quality work even under pressure.
- You are deeply aligned with the organisation's mission you believe in the power of education to transform individuals, communities, and nations.
- You end each day envisioning better visitor experiences, brainstorming creative strategies to increase engagement, and striving to elevate the organisation's image with every interaction.
- Expereince in Hospitality and Guest Relations in an advantage.

What we're looking for

- 2 years experience working with an iNGO and Hospitality Industry
- Diploma or Bachelor's Degree in Tourism, Hospitality Management, Marketing ,Business Admnistration or related fields.
- Intermediate to advanced computer proficiency, especially in Microsoft Word, Excel, Publisher, and Outlook.
- Experience using CRM systems such as CiviCRM for managing visitor records and communication is an added advantage.
- Energetic, friendly, and professional attitude; flexible and personable.
- Excellent written and verbal communication skills in both English and Swahili.
- Strong interpersonal and organizational skills.
- An understanding that the position does not involve much interaction with children.
- Strong time management skills with the ability to work beyond standard office hours when required.
- Working with Children clearance or similar.

Why us?

- An opportunity to use your talents and expertise to fight poverty through education and make a positive impact in the lives of thousands of students in Arusha, 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).
- Safe and reliable transport to and from school.

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/ECP/03/25**)

Applications close on **5th August 2025**; only shortlisted candidates will be contacted

**Fighting poverty
through education**

