



We're Looking for a Qualified and Passionate Officer – BSJSP Higher Education.

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!

Position Title and Work station:

1. **Officer – BSJSP Higher Education** - The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania (1 Vacancy, Bachelor's degree in Education, Social Sciences, Community Development, Guidance & Counselling, or a related field.

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 for the Officer – BSJSP Higher Education

- An organized, empathetic, and proactive professional passionate about mentoring students and supporting their academic success and well-being.
- Skilled in administration, coordination, documentation, and data management, including proficiency in Excel.
- Able to build and maintain positive relationships with scholars, parents, universities, and internal teams.
- A clear and confident communicator, both in writing and speaking.
- Detail-oriented with the ability to manage multiple cases while meeting deadlines.
- Trustworthy and able to handle confidential scholar information with integrity.
- Motivated by contributing to the long-term success of students within the Beyond St Jude Scholarship Program (BSJSP).

What you'll do for the Officer – BSJSP Higher Education.

- Provide mentorship, guidance, and support to Form 4 and 6 graduates throughout the BSJSP Higher Education pathway, including academic, admissions, social, and welfare matters.
- Monitor, track, and report on scholars' academic progress and personal development.
- Coordinate and implement activities that support student well-being and holistic growth.
- Build and maintain strong relationships with universities and tertiary institutions in Tanzania and abroad.
- Provide career guidance and tertiary application support to Community Service (CS) volunteers.
- Attend tertiary workshops/fairs and share insights with the team.
- Assist in organizing and delivering Pre-University Training (PUT).
- Review and update Higher Education procedures and documents in English and Swahili.
- Prepare and submit monthly reports, including academic progress and BSJ alerts.
- Support team activities such as selection, enrolment, PUT events, and Scholarship Reveal Days.





**The School
of St Jude**

Work with us!

What we're looking for the Officer – BSJSP Higher Education

- Bachelor's degree in Education, Social Sciences, Community Development, Guidance & Counselling, or a related field.
- Experience working with youth, students, or educational programs is an added advantage.
- Strong interpersonal skills and ability to work closely with students and tertiary institutions.
- Proficiency in computer literacy, Excel, and data management.
- Excellent communication skills in English and Swahili.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Willingness to travel to universities across Tanzania and work occasional weekends when required.
- High level of integrity, empathy, and commitment to St Jude's mission.

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/SIS/HO/11/19-1**)

Applications close on 28th November 2025. only shortlisted candidates will be contacted.

**Fighting poverty
through education**



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