



# Specialist – Community Relations

Reference code: TSOSJ/HR/ADM/CR/01/23

Application Deadline: 27 Nov, 2023

## WHO YOU ARE

- Enthusiastic and compassionate individual with a genuine interest in community development and education.
- Detail-oriented and organized with a keen ability to manage projects, logistics and tasks efficiently and accurately.
- Possesses exceptional interpersonal skills and a friendly demeanour, fostering positive relationships with both team members and external stakeholders.
- Demonstrates strong leadership qualities, able to inspire and guide a team towards shared goals.
- You go to sleep at night, with your mind buzzing with project management tactics designed to create impactful and sustainable solutions for Tanzanian youth.

## WHAT YOU'LL DO

- Join a dedicated team coordinating student scholarship application logistics, ensuring accuracy and efficiency throughout the process.
- Develop and implement comprehensive plans and procedures for various Community Relations initiatives, capturing and analysing data for student applications and health and welfare.
- Organise day-to-day operations of Community data systems, working closely with academic teams, parents and stakeholders to streamline data collection initiatives.
- Build and maintain strong working relationships with internal and external partners, contributing to successful project planning and implementation.
- Oversee the coordination of yearly health checks, managing recruitment logistics, and maintaining accurate health records for students.

#### WHAT WE'RE LOOKING FOR

- Bachelor's degree in a relevant field; advanced degree preferred.
- Proven experience in project management and leadership roles, preferably within the education or community development sector.
- Excellent computer skills, including proficiency in Microsoft Word, Excel, and project management tools.
- Strong interpersonal and communication skills in both English and Swahili.
- Demonstrated ability to manage competing priorities, meet critical deadlines, and mentor colleagues effectively.

#### 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.

#### Interested in applying?

If you feel you meet the criteria for this position, please fill out the [application form](#) and upload your completed form along with your CV and cover letter to the form on this page.

Please note that only shortlisted candidates will be contacted.

If you have any further questions you can head to our [FAQ page](#) or contact [recruitment@schoolofstjude.co.tz](mailto:recruitment@schoolofstjude.co.tz).

To Apply, [\*\*CLICK HERE\*\*](#)