

# NAFASI za Kazi School of St Jude July 2025

(Kwa Ajira Mpya Kila Siku Tembele Kisiwa24 Blog)

## Officer – Sponsor Relations

### School of St Jude

#### Arusha

The School of St Jude is a charity-funded school located in the city of Arusha.

We're Looking for a Qualified and Passionate Officer – Sponsor Relations (Maternity Cover).

Are you an organized and reliable individual who enjoys supporting smooth communication and helping teams achieve their goals? Can you work with young adults? Do you like working behind the scenes to make sure communication flows smoothly and tasks get done on time? If you're someone eager to learn, work well with others, wants to grow in a fast-paced environment, then this role might be just right for you... Keep reading!

#### Position Title and Work station:

**Officer – Sponsor Relations** – The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania (1 Vacancy, Bachelor Degree)

#### 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...

- You're organised and reliable. You manage your time well, meet deadlines, and keep things running smoothly with accurate records.
- You're a strong communicator. You write clearly, respond politely, and enjoy working with others to get things done.
- You're a proactive learner. You take initiative, set goals, and follow through with enthusiasm.
- You're supportive and adaptable. You jump in where needed, handle change with a smile, and solve everyday challenges calmly.

#### What you'll do

- Coordinate meaningful sponsor communications, including letters, photos, and updates that reflect St Jude's voice and standards.
- Format and share academic results with sponsors, while also helping to monitor student progress and follow up when needed.
- Maintain a well-organised inbox and record-keeping system, ensuring sponsor queries are handled promptly and professionally.
- Develop content such as updates and email templates, working closely with colleagues to share student stories and program milestones.
- Liaise with teams across the organisation to support translations, manage documentation, and keep everything running smoothly and in line with our processes.

### **What we're looking for the Officer – Sponsor Relations**

- A minimum of Bachelor Degree Certificate qualification required for new entry.
- At least one year of working experience in relevant fields.
- Ability to set and meet objectives.
- Able to work independently under minimal supervision
- Ability to set personal schedules to meet team timelines.
- Ability to lead small projects over short-term and longer timeframes.
- Ability to learn and develop written and verbal English communication skills.
- Good computer skills (Microsoft Word, Excel, Outlook, and InDesign).

### **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](mailto:recruitment@schoolofstjude.co.tz) (subject line must include the reference number: **TSOSJ/HR/SIS/HO/07/01**)

Applications close on 15/07/2025 only shortlisted candidates will be contacted.