



Title	Administrative Officer	Category (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Director of Human Resources and Government Relations	Department:	Human Resources
Job Holder		Start date:	01 August 2025

IST Foundational Documents

IST Mission

Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision

IST is a pioneering International Baccalaureate Continuum school that ignites a lifelong passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values

- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts

- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.



- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies

In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community

Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth

Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.

Strategy 3 - Innovation & Learning

Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

The Administrative Officer is responsible for the effective management of our front office operations, including switchboard, reception, mail distribution, and general administrative support services. This role ensures a professional and welcoming environment for visitors and provides efficient administrative support to internal teams.

Preferred Qualifications and Experience

- (a) Bachelor's degree in Business Administration, Office Management, or a related field.
- (b) Minimum of 5 years' experience in a similar administrative or front office role.
- (c) Experience working in a customer-facing environment is an added advantage.

Professional Competencies:

- (a) Excellent verbal and written communication skills.
- (b) Strong interpersonal and customer service skills.
- (c) Ability to multitask and manage time efficiently.
- (d) High attention to detail and accuracy.
- (e) Proficiency in Google Workspace (Gmail, Calendar, Drive, Docs, Sheets, Slides).
- (f) Ability to work well under pressure and in a fast-paced environment.
- (g) Strong organizational and record-keeping skills.
- (h) Ability to handle confidential information with discretion.



Personal Attributes:

- (a) Professional, friendly, and approachable demeanor.
- (b) Punctual, dependable, and trustworthy.
- (c) Calm under pressure and solution-oriented.
- (d) Culturally sensitive and respectful.
- (e) Proactive with a strong sense of initiative.

Responsibilities

The primary responsibilities for the Administrative Officer will be:

- (a) Operate and manage the organization's switchboard, directing calls to appropriate staff.
- (b) Welcome and assist all guests, ensuring a positive and professional reception experience.
- (c) Manage incoming and outgoing mail, courier services, and deliveries.
- (d) Provide general administrative support, including photocopying, scanning, filing, and organizing documents.
- (e) Manage and monitor office supplies, ensuring available stock and requests are handled promptly.
- (f) Maintain the reception area and meeting rooms, ensuring they are tidy and well-organized.
- (g) Support meeting logistics, including room bookings and refreshments.
- (h) Assist in organizing internal and external events, training, and staff meetings.
- (i) Coordinate with service providers and vendors as required.
- (j) Assist staff with travel arrangements and bookings where needed.
- (k) Use Google Workspace tools to support daily operations (Docs, Sheets, Drive, Calendar, Gmail, etc.).

Perform any other duties as designated by the Supervisor.

Particulars of the Search

Prospective Administrative Officer should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com not later than Friday May 3rd, 2025 at 15h00.



Title	Plumber	Category (cf Policy 5.101)	Support Staff
Reports to:	Facilities Supervisor	Department:	Facilities and Maintenance
Job Holder		Start date:	1st August, 2025

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Mission Impacts

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Strategies

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Strategy 4 - Future Focus



Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

The objective of the Plumber position is to install, repair, and maintain pipes, fixtures, and other plumbing used for water distribution and wastewater disposal in the school.

Preferred Qualifications and Experience

- (a) Experience: 5+ years' experience as a plumber;
- (b) Must have a diploma in plumbing or a related field.

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Sound decision making, solutions-focused,
- (c) Knowledge of child protection and health, and safety
- (d) Strong customer service skills
- (e) Willingness and ability to work collaboratively with colleagues
- (f) Highly effective relationship developer with a variety of stakeholders
- (g) Experience in maintenance, construction, engineering, and all facets of property operation and building management is preferred

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Intercultural awareness, creative, and persuasive
- (d) Flexible and capable of managing growth and instilling high standards
- (e) Adept in multilingual settings, spirited, pioneering, professional, and nurturing

Responsibilities

The primary responsibilities for a Plumber will be:

- (a) Installs plumbing systems and fixtures (e.g., water heaters, drinking fountains, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- (b) Diagnose causes of problems and/or failures in plumbing/irrigation systems to identify repair and/or replacement needs.
- (c) Fabricates equipment parts to meet specialty needs and/or replace unavailable parts.
- (d) Inspects buildings and facilities to evaluate condition, identifying necessary repairs and recommending preventive maintenance.
- (e) Request equipment and supplies to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.
- (f) Repair leakages and clogged drainages.

Perform any other duties as designated by the Facilities Supervisor



Particulars of the Search

Prospective Plumber should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrika.com not later than Friday May 3rd, 2025 at 15h00.



Title	Assistant Facilities Supervisor	Category (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Facilities Supervisor	Department:	Facilities and Maintenance
Job Holder		Start date:	01 August 2025

IST Foundational Documents

IST Mission

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Strategies

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Strategy 4 - Future Focus



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Summary of the Role

The objective of the Assistant Facilities Supervisor is to create buildings and facilities that are safe, environmentally conscious, inspiring and that match our philosophy of teaching and learning while strengthening the customer service focus of the school's operations. Reporting to the Facilities Supervisor, the Assistant Facilities supervisor will work with a team of artisans who will report to him/her.

Preferred Qualifications and Experience

- (a) Experience: 5+ years' experience in facilities management;
- (b) Must have a Bachelor's Degree in Property and Facilities Management.

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Sound decision making, solutions focused,
- (c) Knowledge of child protection and health and safety
- (d) Strong customer service skills
- (e) Willingness and ability to work collaborate effectively with colleagues
- (f) Highly effective relationship developer with a variety of stakeholders
- (g) Ability to plan, organize and coordinate multiple projects and ability to read and understand construction specifications and blueprints is needed;
- (h) Experience in maintenance, construction, engineering and all facets of property operation and building management is preferred
- (i) Strong literacy in Google Suite.

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Intercultural awareness, creative, persuasive
- (d) Flexible and capable of managing growth and instilling high standards
- (e) Adept in multilingual settings, spirited, pioneering, professional and nurturing

Responsibilities

The primary responsibilities for Assistant Facilities Supervisor will be:

Professional Responsibilities:

- (a) Liaise with the Facilities Supervisor and notify them of areas in need of attention.
- (b) To prioritize work and to identify, diagnose and solve problems before they affect the operation of the school.
- (c) Plan and allocate time slots effectively to minimise overtime and extra duties allocated after working hours.
- (d) Conduct an inspection on a daily basis to ensure that all areas of the school are cleaned to a satisfactory standard and daily cleaning logs are completed for each work section.



- (e) To maintain a flexible daily cleaning schedule of all internal areas of the school.
- (f) Ensure that identified key areas of the school receive priority in the schedule.
- (g) Participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- (h) Consult with the Facilities Supervisor and Principals in order to identify times when curriculum areas are unused.
- (i) Maintain cleaning staff attendance logs and timesheets for submission to Facilities/Site Supervisor.
- (j) Liaise with the Facilities Supervisor/Principal and review the weekly school calendar to identify lettings and school events.
- (k) Ensure that maintenance policies/procedures are followed by each school staff i.e. recording all maintenance work on the help desk.
- (l) Support the school in overall maintenance of its facilities.
- (m) Motivate and resolves concerns, conflicts, and problems of the staff reporting to you ensuring that services are provided in a professional and safe manner bearing in mind the policies and procedures set for by the HR department.
- (n) Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
- (o) Organize and review preventative maintenance and safety inspection programs set for the facilities and equipment set by the Site/Facilities Supervisor.
- (p) Monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- (q) Provide information to the staff and management; investigate complaints and recommend corrective action as necessary to resolve complaints.
- (r) Identify formal and informal training needs for all cleaning/gardening staff

Perform any other duties as designated by the Facilities Supervisor

Particulars of the Search

Prospective Assistant Facilities Supervisor should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com not later than Friday May 3rd, 2025 at 15h00.



Title	Nurse	Category (cf Policy 5.101)	Teacher Assistance
Reports to:	Principal	Department:	Secondary School
Job Holder		Start date:	1 August 2025

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Strategy 4 - Future Focus



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Summary of the Role

Reporting to the Secondary School Principal and working closely with the designated Vice Principal, the Secondary School Nurse will be responsible for the medical, health, and safety support of the secondary students.

Preferred Qualifications and Experience

- (a) Experience: 5+ years' nursing experience in basic care and nursing accidents in a school setting and a knowledge and understanding of injuries.
- (b) Must have a Diploma in Nursing. Bachelor's Degrees are preferred.

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Ability to listen well and understand others needs and perspectives
- (c) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (d) Highly effective relationship developer with a variety of stakeholders
- (e) Ability to work closely with children, teachers and non-teaching staff in order to provide the highest levels of care.

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence
- (e) Intercultural awareness, creative, persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional, and nurturing

Responsibilities

The primary responsibilities of Nurse at Secondary School will be:

- (a) Organising childcare during new staff orientation week.
- (b) Providing first aid, emergency care, and treatment as necessary.
- (c) Responsible for the maintenance of Secondary Campus First Aid Kits.
- (d) The ability to carry out eye and ear tests.
- (e) Keeping up to date and accurate records of student's medical/health issues.
- (f) Maintaining all school medical records accurately, confidentially, and safely.
- (g) Administering medications under the secondary school set guidance.
- (h) Maintaining the medical stock of medication and school first aid kits in the nurse's room and being responsible for the hygiene and tidiness of this area.

Perform any other duties as designated by the Secondary School Principal



Particulars of the Search

Prospective Nurse should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees.

Applications and enquiries should be directed to staffrecruitment@istafrica.com not later than Friday May 3rd, 2025 at 15h00.



Title	Cover Teacher	Category (cf Policy 5.101)	Teacher
Reports to:	Principal	Department:	Secondary School
Job Holder	Mathematics Cover Teacher	Start Date	August 01, 2025

IST Foundational Documents

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Strategy 4 - Future Focus

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Summary of the Role

The Mathematics Cover Teacher is responsible for delivering pre-planned or collaboratively developed mathematics lessons to students in the MYP and/or DP programs. The role is critical in maintaining instructional continuity and upholding IST's high standards of teaching and learning. While this is a temporary position, the teacher is expected to fully engage with students, staff, and school routines as an active member of the IST community.

Preferred Qualifications and Experience

- (a) Bachelor's degree in Mathematics or a related field
- (b) Valid teaching certification
- (c) Experience teaching mathematics in MYP and/or DP preferred
- (d) Experience in international and/or IB schools is highly desirable
- (e) Strong interpersonal skills and adaptability

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Educational leader and outstanding teacher
- (c) Sound decision making, solutions-focused, knowledge of child protection, health and safety
- (d) Experience in developing and/or sustaining high-performance teams
- (e) Highly effective relationship developer with a variety of stakeholders
- (f) Expert knowledge of IB Standards and Practices, and expert knowledge of the DP curriculum framework

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence
- (e) Intercultural awareness, creative, and persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional and nurturing
- (h) Committed to IST's values of Respect, Belonging, Well-being, Service, and Growth

Responsibilities

The primary responsibilities for the Mathematics Cover Teacher at a Secondary School will be:

Planning and Organization: Teachers will display developed planning and organizational skills.

- (a) Develop new methods and materials to meet changing curriculum needs
- (b) Plan cooperatively with the instructional team on a regular basis.

Instructional Techniques: Teachers will demonstrate the use of a variety of teaching methods that support and exemplify the values of the PYP/MYP/DP.

- (a) Convey instructional benchmarks/assessment criteria/guidelines to students and display them in the classroom.
- (b) Display a thorough understanding of the typical developmental characteristics of the taught age group.
- (c) Use a variety of instructional methods and differentiate effectively to facilitate different learning styles and abilities.
- (d) PYP: Display an understanding of inquiry and model the inquiry process.
- (e) Establish high, but attainable, learning expectations that are clear to all.



Effective Communication: Teachers will use effective personal and professional communication skills.

- (a) Set an example and encourage socially acceptable behaviour eg, correct usage of language and manner.
- (b) Maintain a professional and positive tone in both oral and written communication with children, colleagues and parents.
- (c) Use appropriate writing for school communications, editing as necessary.
- (d) Provide free and easy communication between home and school using class webpage, newsletters, linkbooks, diaries, email, phone calls, etc.

Classroom Management and Organisation: Teachers will maintain a positive and stimulating classroom environment through effective classroom management skills.

- (a) Actively engage children in learning activities
- (b) Manage student discipline and classroom routines consistently and effectively.
- (c) Maintain an orderly learning environment.
- (d) Maintain a positive social and emotional tone in the classroom.
- (e) Establish high, but attainable, behavioural expectations that are clear to all.
- (f) Provide an engaging, dynamic and student-centred classroom environment.

Assessment and Reporting: Teachers will use a wide variety of appropriate student assessments.

- (a) Assess skills and concept understanding frequently and appropriately for different developmental levels and learning styles.
- (b) Maintain clear assessment records.
- (c) Use student input to create rubrics whenever possible and assist students in appraising their own work.

Professional Responsibilities: Teachers will display a professional attitude and ethic.

- (a) Consistently meets the IST Norms of Collaboration, school and IB responsibilities, deadlines and working hours.
- (b) Seek professional development opportunities and willingly share professional knowledge with colleagues.
- (c) Actively participates in faculty meetings, in-service presentations, assemblies and school events.
- (d) Communicates and plans in a positive, collaborative manner.
- (e) Dresses in a professional manner according to the IST dress code.

Contributions to the Wider Life of the School: Teachers will contribute to the wider life of the school.

- (a) Supervise students outside of the classroom in an active manner.
- (b) Work with the administration to help foster a positive school culture.
- (c) Contribute to school initiatives, such as working committees, extra-curricular activities, assemblies, and school events.

Safeguarding and Child Protection

IST is committed to the safety and well-being of all students. The Mathematics Cover Teacher is expected to follow all school safeguarding policies and participate in training as required.

Perform any other duties as designated by the Principal.

Particulars of the Search

Prospective Cover Teachers should be based in Tanzania and need to apply formally. Applicants should submit a letter (in English) describing her/his fit and interest in the position, along with an up-to-date Curriculum Vitae. The names, addresses and contact details of three (3) referees. Applications and enquiries should be directed to facultyrecruitment@istafrica.com