



AKES, T is a private, not-for-profit service company registered under the Companies Act, operating three schools in Tanzania. Its vision is to provide accessible, world-class education that prepares students to become self-confident, open-minded, articulate, and ethical individuals with academic qualifications to contribute meaningfully to their communities and society. AKES, T is part of the Aga Khan Development Network (AKDN), which works to improve living conditions and opportunities for people of all faiths and origins in specific regions of the developing world.

AKES, T is hiring for the following positions based in Dar es Salaam:

1. JOB TITLE: Admissions Officer

- **Position Summary:** Responsible for finding, testing, and enrolling suitable students while promoting the school's ethos.
- **Key Responsibilities:**
 - Ensure student enrollment aligns with school recruitment policies and standards.
 - Implement admissions strategies and events.
 - Coordinate school tours and visits.
 - Liaise with parents on admission inquiries and school placement status.
 - Facilitate parent meetings with Head Teachers and coordinate student application and placement testing.

- **Qualifications and Experience:**

- Bachelor's degree in Social Sciences from a recognized institution.
- 3+ years of experience in admissions in learning institutions.
- Excellent communication skills, detail-oriented, and customer-focused.
- Experience in international or bilingual schools is preferred.

2. JOB TITLE: Communication and Marketing Officer

- **Position Summary:** Assists AKES, T with internal and external communications strategies, including creating content, overseeing marketing collateral, and responding to inquiries.
- **Key Responsibilities:**
 - Develop and implement effective communication strategies.
 - Draft, edit, and disseminate internal communications (emails, WhatsApp/Workplace posts).
 - Prepare press releases, website content, speeches, and other marketing materials.
- **Qualifications and Experience:**
 - Bachelor's degree in Marketing, Business, Communications, or a related field.
 - 3+ years of relevant marketing experience, preferably in the education sector.
 - Strong written and verbal communication skills.

- Familiarity with digital marketing platforms and proficiency in Microsoft Office and basic graphic design tools.

3. JOB TITLE: Executive Assistant to CEO

- **Position Summary:** Reports directly to the CEO, providing executive and administrative support to the CEO, Board of Directors, and Senior Management Team (SMT). Manages the CEO's calendar, serves as the primary point of contact, and coordinates executive outreach and external relations.
- **Key Responsibilities:**
 - Prepare and distribute correspondence, reports, and materials related to AKEST matters.
 - Organize and prioritize incoming correspondence for the CEO.
 - Maintain the CEO's schedule and calendar, providing reminders for meetings.
 - Develop and maintain a well-organized filing system for all correspondence and reference materials.
 - Support the CEO and SMT with agendas and minutes of meetings.
 - Notify Board members and Corporate Secretary of Board meetings.
- **Qualifications and Experience:**

- Bachelor's degree in Social Sciences or equivalent; postgraduate qualifications are an added advantage.
- Minimum of 5 years of relevant experience supporting senior-level management in the education sector.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- High level of ethics, integrity, and confidentiality.
- Strong interpersonal skills and ability to build relationships with stakeholders.

4. JOB TITLE: Student Experience and Safeguarding Lead

- **Position Summary:** Responsible for safeguarding and child protection across the school, ensuring a "Culture of Care" for students and staff.
- **Key Responsibilities:**
 - Liaise with staff on child protection and safeguarding matters.
 - Ensure all staff understand and comply with safeguarding policies and procedures.
 - Monitor and evaluate the effectiveness of safeguarding policies.
- **Qualifications and Experience:**
 - Relevant qualifications and experience in safeguarding and child protection.

5. JOB TITLE: NECTA Teacher – Aga Khan Mzizima Secondary School

Position Overview:

A skilled teacher required for a secondary school setting, specializing in subjects as per NECTA (National Examinations Council of Tanzania) curriculum requirements.

Eligibility Criteria:

- Bachelor's/Master's degree in Education.
- 3-4 years of teaching experience in secondary schools.
- Strong command of the NECTA curriculum and effective teaching methodologies.

6. JOB TITLE: Music Teacher – Aga Khan Primary School

Position Overview:

An enthusiastic and experienced Music Teacher to develop and implement a rich music curriculum for primary school students.

Eligibility Criteria:

- Bachelor's/Master's degree in Music Education or related field.
- At least 3 years of teaching experience in primary school music education.
- Passion for nurturing creativity and developing young talent.

7. JOB TITLE: Teacher – Aga Khan Primary School

Position Overview:

We are seeking a qualified teacher for general primary school education who will foster a love of learning among young students.

Eligibility Criteria:

- Bachelor's/Master's degree in Education.
- 3-4 years of teaching experience at the primary level.
- A dynamic, passionate, and innovative approach to teaching.

Application Process

To apply for any of the positions listed above, interested candidates should submit the following documents:

- A letter of application
- A detailed Curriculum Vitae (CV)
- Certified copies of education certificates (certified by the Tanzania Commission for Universities (TCU) if studied outside Tanzania)
- Contact information for three confidential referees (including the current Head of School or Line Manager)

Please send your application to:

HR – Aga Khan Education Service, Tanzania

Email: hr@akest.org

Mail: P.O. Box 125, Dar es Salaam

Application Deadline:

All applications must be received by **February 15, 2025**.

Please note that only shortlisted candidates will be contacted for interviews.

Important Dates

- **Application Deadline:** February 15, 2025
- **Interview Notifications:** To be communicated to shortlisted candidates

Salary and Benefits

While salary and benefits packages will be discussed with candidates during the interview process, AKES, T offers competitive compensation and opportunities for professional growth within the education sector.

Conclusion

This is a fantastic opportunity to contribute to the educational landscape in Tanzania while working with a globally respected organization. If you are passionate about education and meet the eligibility criteria, we encourage you to submit your application via email by the deadline of **February 15, 2025**. Join AKES, T and help shape the future of education!