

ONE OF THE NEWLY ESTABLISHED DAYCARE SCHOOL LOCATED WITHIN ARUSHA CITY MUNICIPALITY (MOSHONO) IS LOOKING FOR A DAYCARE TEACHER WHO WILL ALSO BE PERFORMING ADMINISTRATIVE ACTIVITIES WHERE NECESSARY

JOB TITLE: FEMALE TEACHER AND ADMINISTRATIVE ASSISTANT.

DUTIES AND RESPONSIBILITIES:

1. To engage and facilitates on all teaching activities at school (Main Responsibility)
2. To plan creative activities for entertaining kids, aiding their intellectual development, encouraging positive interactions among other kids at the centre, and providing a safe place to grow.
3. To provide administrative support to ensure efficient operation of office.
4. To receive and make school phone calls, schedules meetings and supports visitors.
5. To carry out administrative duties such as filing, typing, copying, binding, scanning etc.
6. To support team by performing tasks related to organization and strong communication.
7. To develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
8. To ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
9. To maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
10. To prepare and submit daily, quarterly and annual reports to the school administration
11. To coordinate and supervise the activities of subordinate workers
12. To organize and arrange for marketing activities
13. To perform elementary book keeping – managing accounts.
14. To perform other duties assigned to you by the school administration.

Qualification and Competency:

1. The candidate must possess a minimum education level of Certificate in Early Childhood Education obtained from recognized Institution. Possessing Diploma or bachelor's degree in early childhood education is an added advantage.
2. Candidate must be a Female with strong moral values and must demonstrate love to Children.
3. Must be fluent in speaking both English and Swahili language
4. At least one-year experience in teaching related schools
5. Must have a spirit of commitment and hardworking, team working is mandatory

Remuneration:

Attractive monthly remuneration of not less than Tsh. 400,000/- per month will be paid (to increase depending on the qualification, experience, accomplishment and related qualities that a candidate may promise to Offer to the school)

Mode of Application:

Interested candidates should send their hand written application letter, curriculum Vitae and academic and professional certificate via email : "highhopesarussha@gmail.com" not **later than 25 February 2023**. Only shortlisted candidates will be contacted.