

Position: Director

We are seeking a **School Director** to join our team. This leadership role involves overseeing the strategic development, operational management, and sustainability of a Nordic preschool catering to children from one year old up to the last year before primary school. The Director will work in a dynamic environment, ensuring compliance with regulations, maintaining pedagogical excellence, and fostering organizational growth.

Missions:

- Develop and implement the school's strategic plan aligned with its mission, values, and long-term objectives.
- Ensure the school's educational goals are integrated with operational capacity and strategic priorities.
- Translate strategic directives into clear, measurable operational plans and outcomes.
- Position the school for sustainable growth, enhancing its reputation and community impact.
- Lead change management initiatives during periods of expansion, restructuring, or organizational transformation.

Governance & Compliance:

- Serve as the primary liaison between the Board of Trustees and school management.
- Ensure adherence to all legal, regulatory, safeguarding, and reporting requirements, including registration and tax compliance.
- Develop, implement, and oversee internal policies, procedures, and systems in collaboration with the Board, covering areas such as HR, procurement, and safeguarding.
- Address audit findings and compliance issues systematically, reporting progress to the Board and Trustees.
- Maintain an issues tracker for governance recommendations, define corrective actions, and ensure timely resolution.

Finance:

Operational Management:

- Hold overall accountability for the school's income and expenditure within approved budgets.
- Implement effective financial controls, including request-to-pay processes with clear segregation of duties.
- Review procurement requests, approve purchases, and verify supporting documentation before payments.
- Authorize payments only against complete and verified documentation, ensuring quality and completeness of goods/services received.
- Conduct monthly expenditure reviews, record findings, and implement corrective actions as needed.

Additional Financial Responsibilities:

- Prepare and present annual financial and operational reports for the General Assembly.
- Monitor and update the school's annual budget regularly.
- Coordinate annual audits, engage with auditors proactively, and implement audit recommendations with oversight from the Board.

Human Resources (HR):

- Develop staffing strategies and organizational structures aligned with school needs.
- Implement effective performance appraisal and professional development frameworks.
- Ensure compliance with Tanzanian labor laws, safeguarding, and regulatory standards.
- Facilitate regular communication between management and staff.
- Manage recruitment, appointment, and termination processes, including expatriate staff and work permits.
- Oversee disciplinary procedures, grievance handling, and staff welfare.
- Manage the Head of Education, administrative staff, and support personnel, supporting their professional growth.

Administration:

- Participate in Board meetings, reporting on school management and activities.
- Ensure implementation of Board decisions and policies.
- Maintain efficient administrative systems and external communication channels.
- Coordinate the annual school calendar and oversee admissions processes.
- Manage student records, invoicing, and enrollment data.
- Apply for relevant state grants and oversee school activities such as sports, cultural events, and community engagement.

Security, Safety, and Working Environment:

- Ensure the school environment is safe, secure, and conducive to learning.
- Establish and enforce safety protocols, including fire safety, first aid, and emergency procedures.
- Train staff regularly on safety and emergency response routines.
- Implement hygiene and infection control measures, especially in health-related protocols.

Maintenance & Facilities:

- Oversee maintenance planning for school buildings and equipment.
- Lead major maintenance projects, especially during school holidays, ensuring minimal disruption.

Public Relations:

- Represent the school externally, fostering community relations and partnerships.
- Organize open days, school tours, and promotional activities.
- Manage the school's online presence, including website and social media channels.
- Protect and enhance the school's reputation through strategic communication.

Others:

- Perform additional tasks as assigned by the Board of Parents or Trustees.

Partnership with the Head of Education:

- Collaborate closely with the Head of Education to ensure alignment of educational and organizational strategies.
- Support pedagogical excellence through resource allocation and organizational structures.
- Respect and uphold the delegated authority of the Head of Education in curriculum, teaching, and child development.
- Provide strategic guidance and challenge to maintain high-quality education within sustainable organizational frameworks.

Qualifications

The ideal candidate for this position should possess comprehensive academic credentials and extensive professional experience aligned with the responsibilities of the role.

Profile:

- Required experience level in early childhood education, school management, or related fields, with a minimum of 5 years in teaching and 5 years in administrative leadership, or alternatively, at least 10 years of experience within an educational organization.
- Required education includes a Bachelor's Degree in Early Childhood Education (ECE), Child Development, Elementary Education, Business Administration, Public Administration, Finance, or a related discipline from a recognized university.
- Valid registration or eligibility for registration with the Ministry of Education, Science and Technology (MoEST) in Tanzania.
- Strong familiarity with international educational frameworks such as the Nordic pedagogical approach, the Early Years Foundation Stage (EYFS), the International Baccalaureate (IB) Primary Years Programme (PYP), or Montessori methods.

Qualifications and Skills:

- Proven expertise in governance and reporting, including preparing comprehensive administrative reports for Boards of Parents and Trustees, ensuring transparency in financial and operational performance.

- Experience in school regulatory management, liaising effectively with government oversight bodies such as MOEST, TAMISEMI, and TIE regarding school registration, inspections, and academic standards compliance.
- Strong skills in financial regulatory management, including managing school budgets, overseeing fee collection processes, and ensuring adherence to Tanzania Revenue Authority (TRA) regulations, including EFD management and statutory deductions.
- Familiarity with Human Resources and Immigration procedures, including knowledge of Tanzania Labour Laws and experience assisting with Work and Residence Permits for expatriate staff.
- Operational administration expertise, including managing WCF, NSSF/PSSSF contributions, and ensuring compliance with OSHA and Fire Safety standards.
- Effective classroom management skills, capable of handling diverse, multicultural classrooms using positive reinforcement and inclusive educational practices.
- Proficiency in integrating ICT and educational technology into daily teaching activities.
- Language proficiency: Native or near-native fluency in English (both written and spoken), as it is the primary medium of instruction.
- Cultural intelligence to navigate and respect a wide variety of cultural backgrounds, traditions, and family structures typical of expatriate communities.
- Strong interpersonal and communication skills to foster trusting relationships with parents, colleagues, and young learners.
- Adaptability and creativity, demonstrating a proactive approach to problem-solving and the flexibility to modify lessons based on children's emerging interests.
- Patience and empathy, driven by a passion for early childhood development and emotional intelligence to support children during their formative years.
- Collaborative spirit, committed to working closely with the Head of Education, teachers, administrators, and support staff, and actively contributing to the wider school community through events and professional development initiatives.

Send your Cover Letter and CV to recruitment.tz@careeroptionsafricagroup.com