

Open Positions at Hannah Bennie School (HBS) Jobs in Tanzania

We are seeking highly skilled, dedicated, and results-driven professionals to join our team. Candidates must demonstrate exceptional technical expertise, advanced computer proficiency, strong problem-solving abilities, and an unwavering commitment to excellence. Applicants should be hardworking, adaptable, and willing to work in any location across Tanzania.

Finance & Accounts Department

1. Finance Manager (FM-HBS-01) (1 Position)

Key Responsibilities:

- Oversee financial planning, budgeting, and forecasting.
- Ensure compliance with financial regulations and reporting standards.
- Develop financial strategies to support business growth.
- Manage tax planning, audits, and financial risk assessment.
- Supervise and mentor the finance team to enhance operational efficiency.
- Prepare and present financial reports to senior management.

Qualifications & Skills:

- Bachelor's degree in Finance, Accounting, or related field; CPA/CFA preferred.
- 5+ years of experience in financial management.
- Strong analytical, leadership, and decision-making skills.
- Advanced proficiency in financial software (QuickBooks, SAP, Zoho, Xero).

2. Senior Accountant (SA-HBS-02) (1 Position)

Key Responsibilities:

- Prepare and analyze financial statements, ensuring accuracy and compliance.
- Oversee general ledger activities and financial reconciliations.
- Ensure compliance with tax laws and regulatory financial reporting requirements.
- Assist in internal audits and financial risk management.
- Support the finance manager in developing budgets and cost-saving strategies.

Qualifications & Skills:

- Bachelor's degree in Accounting, Finance, or a related field.

- 5+ years of experience in financial reporting and accounting.
- Proficiency in accounting software (QuickBooks, SAP, Xero, Zoho).

Human Resources Department

3. Human Resources Manager (HRM-HBS-03) (1 Position)

Key Responsibilities:

- Develop and enforce HR policies, ensuring compliance with labor laws.
- Oversee talent acquisition, onboarding, and performance management.
- Manage employee relations, disciplinary procedures, and conflict resolution.
- Design and implement staff training and development programs.
- Ensure fair and competitive employee compensation and benefits structures.
- Maintain HR records and ensure best practices in human capital management.

Qualifications & Skills:

- Bachelor's degree in HR, Business Administration, or related field.
- 5+ years of experience in HR management.
- Strong knowledge of labor laws and HR best practices.

4. Human Resources Officer (HRO-HBS-04) (1 Position)

Key Responsibilities:

- Assist in recruitment, employee engagement, and HR operations.
- Maintain accurate and confidential employee records.
- Support payroll processing and benefits administration.
- Coordinate training and development programs for staff.
- Assist in performance appraisal and disciplinary procedures.

Qualifications & Skills:

- Bachelor's degree in HR or related field.
- 3+ years of HR experience.
- Strong communication and interpersonal skills.

Sales & Marketing Department

5. Senior Sales & Marketing Officer (SSMO-HBS-05) (1 Position)

Key Responsibilities:

- Develop and execute comprehensive sales and marketing strategies.
- Drive customer engagement and brand awareness campaigns.
- Conduct market research and competitor analysis to identify opportunities.
- Manage digital marketing efforts, including SEO, SEM, and social media.
- Establish and maintain strong relationships with key clients and partners.
- Track and report on key performance indicators (KPIs) for sales and marketing efforts.

Qualifications & Skills:

- Bachelor's degree in Marketing, Business, or related field.
- 5+ years of experience in sales and marketing.
- Strong knowledge of CRM and digital marketing tools.

Sourcing & Procurement Department

6. Sourcing & Procurement Officer (SPO-HBS-06) (1 Position)

Key Responsibilities:

- Oversee procurement processes and supplier negotiations.
- Develop cost-effective sourcing strategies and vendor relationships.
- Ensure proper documentation and compliance in procurement activities.
- Monitor inventory levels and forecast procurement needs.
- Conduct market research to identify the best sourcing opportunities.

Qualifications & Skills:

- Bachelor's degree in Procurement or Supply Chain Management.
- 5+ years of procurement experience.
- Strong negotiation and contract management skills.

Transport & Logistics Department

7. Transport & Logistics Manager (TLM-HBS-07) (1 Position)

Key Responsibilities:

- Develop and implement strategic logistics and supply chain management plans to optimize cost and efficiency.
- Oversee fleet operations, ensuring proper maintenance schedules, fuel management, and route optimization.
- Implement and monitor key performance indicators (KPIs) for logistics performance assessment.
- Ensure adherence to local and international transport regulations, safety policies, and compliance standards.
- Establish and manage relationships with vendors, suppliers, and third-party logistics partners.
- Identify opportunities for process improvements and automation in logistics operations.
- Analyze data and trends to forecast transportation needs and enhance logistical efficiency.
- Implement risk management measures and emergency response plans for transport-related issues.
- Develop and train a high-performance transport and logistics team, ensuring continuous learning and adherence to best practices.
- Coordinate with procurement, warehouse, and sales teams to align logistics operations with overall business objectives.

Qualifications & Skills:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Diploma from VETA in Transport Management or Logistics is an added advantage.
- 5+ years of experience in transport and logistics management.
- Strong problem-solving and troubleshooting skills.
- Excellent knowledge of fleet management, routing, and compliance regulations.

- Strong leadership and team management abilities.
- Proficiency in logistics software and Microsoft Office Suite.

8. Vehicle Mechanics Technician (VMT-HBS-08) (3 Positions)

Key Responsibilities:

- Conduct vehicle diagnostics, repairs, and routine maintenance.
- Ensure proper servicing of the fleet to maintain operational efficiency.
- Identify mechanical faults and implement corrective actions.
- Maintain detailed service records and perform quality checks.
- Inspect vehicles for compliance with safety regulations.
- Provide technical guidance to junior mechanics and apprentices.

Qualifications & Skills:

- Bachelor's degree or Diploma from VETA in Automotive Mechanics or related field.
- 5+ years of experience in vehicle maintenance and repair.
- Strong problem-solving and troubleshooting skills.
- Ability to diagnose and repair mechanical, electrical, and hydraulic issues.
- Knowledge of modern vehicle diagnostic tools and software.
- Strong attention to detail and commitment to safety standards.
- Ability to work independently and as part of a team.

Properties & Premises Department

9. MEP Technicians (MEPT-HBS-09) (3 Positions)

Key Responsibilities:

- Install, repair, and maintain mechanical, electrical, and plumbing (MEP) systems.
- Perform routine inspections to ensure building systems operate efficiently and safely.
- Diagnose, troubleshoot, and resolve issues related to electrical, mechanical, and plumbing systems.
- Ensure compliance with industry regulations, building codes, and safety standards.

- Collaborate with other departments to plan and execute maintenance and installation projects.
- Maintain accurate records of repairs, inspections, and maintenance schedules.
- Perform preventative maintenance to minimize downtime and extend equipment lifespan.
- Recommend upgrades and improvements to enhance building system performance.
- Respond promptly to emergency repair requests to minimize operational disruptions.
- Provide technical support and training to junior technicians and maintenance staff.

Qualifications & Skills:

- Bachelor's degree or Diploma from VETA in Electrical, Mechanical, or Plumbing Engineering.
- 5+ years of hands-on experience in MEP maintenance and installation.
- Strong problem-solving and troubleshooting skills.
- Proficiency in reading and interpreting blueprints, technical drawings, and schematics.
- Knowledge of modern diagnostic tools and maintenance best practices.
- Ability to work independently and in a team-oriented environment.
- Strong attention to detail and commitment to safety standards.
- Good communication and organizational skills.

ICT Department

10. Full-Stack Software Developer (FSD-HBS-10) (2 Positions)

Key Responsibilities:

- Design, develop, and maintain full-stack applications (web and mobile) using modern frameworks and technologies.
- Implement secure, scalable, and high-performance solutions for both front-end and back-end applications.
- Develop, optimize, and maintain APIs (RESTful, GraphQL) for efficient data processing and integration.

- Ensure responsive UI/UX design and interactive user interfaces using React.js, Vue.js, or Angular.
- Develop Progressive Web Apps (PWA) and implement offline support.
- Work with mobile development frameworks such as Flutter, React Native, and Xamarin for cross-platform applications.
- Manage databases using SQL (MySQL, PostgreSQL, Microsoft SQL Server) and NoSQL (MongoDB, Firebase, Redis).
- Deploy and manage applications using cloud platforms (AWS, Azure, Google Cloud, DigitalOcean, Vercel, Netlify).
- Implement security best practices including authentication (OAuth, JWT, Firebase Auth) and data protection.
- Automate development workflows using CI/CD tools like Docker, Kubernetes, GitHub Actions, and Jenkins.
- Troubleshoot and debug issues, ensuring smooth software operation and user experience.

Qualifications & Skills:

- Bachelor's degree in Computer Science, Computer Engineering, or related field.
- 5+ years of experience in software development, including web and mobile applications.
- Proficiency in front-end technologies: HTML, CSS, JavaScript, React.js, Vue.js, Angular.
- Strong expertise in back-end frameworks: Node.js (Express.js, NestJS), Django, Flask, Spring Boot, Laravel.
- Experience with database management: MySQL, PostgreSQL, MongoDB, Firebase.
- Familiarity with API development (RESTful, GraphQL) and WebSockets for real-time applications.
- Strong knowledge of security best practices including SSL, HTTPS, CORS, and CSRF protection.
- Experience with DevOps practices and cloud deployment.

- Strong problem-solving and analytical skills.
- Ability to work independently and collaboratively in a dynamic environment.

11. **ICT Technician (ICTT-HBS-11) (2 Positions)**

Job Summary:

We are seeking a highly skilled and self-driven ICT Technician to join our dynamic IT team. The ideal candidate will have strong expertise in networking, desktop support, and server administration, including Active Directory, email systems, surveillance & security systems, and computing servers. The ICT Technician will be responsible for installing, maintaining, and troubleshooting IT systems, ensuring optimal network performance, user support, and server security. If you have a passion for technology, problem-solving, and a proactive approach to IT support, we encourage you to apply!

Key Responsibilities:

Network Administration & Infrastructure Support:

- Install, configure, and maintain network devices such as routers, switches, firewalls, and access points.
- Manage LAN, WAN, VLANs, VPNs, and wireless networks, ensuring high availability and security.
- Troubleshoot network connectivity issues, including TCP/IP, DNS, DHCP, and firewall configurations.
- Perform structured cabling, IP addressing, and bandwidth optimization.
- Monitor and maintain network security, including intrusion prevention, access control, and firewall management.

Desktop & User Support (Helpdesk & IT Support):

- Provide 1st and 2nd level support for desktop computers, laptops, printers, and mobile devices.
- Install, update, and troubleshoot operating systems (Windows, Linux, macOS) and software applications.

- Manage user access and authentication for Active Directory, email systems, and enterprise applications.
- Support remote users through VPN, Remote Desktop, and cloud applications.
- Train staff on IT best practices, cybersecurity awareness, and system usage.

Server & Systems Administration:

- Install, configure, and manage Windows & Linux servers, including Active Directory and Group Policies.
- Administer and support file servers, print servers, domain controllers, and backup servers.
- Manage email systems (Microsoft Exchange, Office 365, Google Workspace) and ensure mail flow security.
- Perform regular backups, disaster recovery planning, and system updates.
- Monitor server performance, apply security patches, and prevent system vulnerabilities.

Surveillance & Security Systems:

- Install, configure, and maintain surveillance & security systems, including IP-based cameras and access control systems.
- Troubleshoot video storage, network connectivity, and remote monitoring issues.
- Ensure secure storage, retrieval, and backup of surveillance footage.
- Work with the security team to maintain biometric and entry management systems.

IT Security & Compliance:

- Implement and maintain cybersecurity policies to protect company data.
- Manage firewalls, antivirus, and endpoint protection systems.
- Ensure compliance with IT security policies, GDPR, and data privacy regulations.
- Perform penetration testing, security audits, and vulnerability assessments.

IT Asset Management & Documentation:

- Maintain an up-to-date inventory of IT assets, hardware, and software licenses.
- Document network diagrams, system configurations, and IT troubleshooting procedures.

- Work closely with vendors, ISPs, and service providers to ensure efficient IT operations.

Required Qualifications & Experience:

- Diploma/Degree in IT, Computer Science, or related field.
- 3+ years of experience in IT support, networking, and system administration.
- Proficiency in Windows Server (2016/2019/2022) and Active Directory management.
- Experience with networking equipment (Cisco, MikroTik, Ubiquiti, Fortinet, etc.).
- Hands-on experience with firewalls, VPNs, VLANs, and network security principles.
- Knowledge of email systems (Microsoft Exchange, Office 365, Google Workspace).
- Strong troubleshooting skills for hardware, software, and network issues.
- Familiarity with surveillance & security systems, access control, and biometric systems.
- Strong understanding of IT security policies, data protection, and compliance requirements.

Preferred Certifications (An Added Advantage):

- CCNA / CCNP – Cisco Networking Certification
- MCSA / MCSE – Microsoft Server Administration
- CompTIA A+ / Network+ – Hardware & Networking
- Fortinet NSE / MikroTik MTCNA – Firewall & Network Security
- ITIL Foundation – IT Service Management

Key Competencies & Personal Attributes:

- Strong problem-solving and analytical skills.
- Ability to work independently and in a team environment.
- Good communication and customer service skills.
- Ability to prioritize tasks and handle multiple responsibilities.
- High level of integrity and confidentiality in handling sensitive information.

12. UI/UX Designer/Architect (UIUX-HBS-12) (1 Position)

Job Summary:

We are seeking a talented UI/UX Designer/Architect to join our dynamic team. The ideal candidate will have a passion for creating intuitive and engaging user interfaces and seamless user experiences across digital platforms. This position requires expertise in user research, wireframing, prototyping, and design implementation with a keen eye for detail and a strong understanding of user-centered design principles.

Key Responsibilities:

- Design and develop intuitive, user-friendly UI/UX designs for web and mobile applications.
- Conduct user research, surveys, and usability testing to inform design decisions.
- Collaborate closely with product teams, developers, and stakeholders to ensure seamless integration of designs.
- Create detailed wireframes, prototypes, and design specifications.
- Stay up to date with industry trends, tools, and technologies to continually improve design processes.
- Ensure consistency of branding, typography, and design elements across platforms.
- Optimize user journeys and interactions to enhance user experience.
- Implement accessibility best practices to ensure inclusivity in digital products.
- Work with developers to ensure accurate translation of design into functional products.
- Conduct A/B testing and analyze user feedback to improve UI/UX features continuously.

Required Qualifications & Experience:

- Bachelor's degree in Design, Computer Science, or a related field.
- 5+ years of experience in UI/UX design with a strong portfolio of completed projects.
- Proficiency in design tools such as Figma, Sketch, Adobe XD, or similar.

- Strong understanding of user research, persona development, and information architecture.
- Experience with responsive web design, mobile design, and prototyping.
- Knowledge of front-end development basics (HTML, CSS, JavaScript) to collaborate effectively with developers.
- Strong problem-solving skills and a user-centered approach to design.
- Excellent communication and collaboration skills.

Preferred Skills & Attributes:

- Experience in designing for accessibility and usability.
- Understanding of motion design and micro-interactions.
- Ability to present and justify design decisions to stakeholders.
- Strong analytical skills and attention to detail.
- Passion for innovation and continuous learning in UI/UX best practices.

Academic Department

13. ICT Teacher (Primary & Nursery) (ICTT-HBS-13) (2 Positions)

Job Summary:

We are seeking a passionate and experienced ICT Teacher to join our dynamic team. The ideal candidate will be responsible for teaching ICT to Nursery and Primary school students, fostering digital literacy, and integrating technology into learning. This role requires strong communication skills, patience, and the ability to make ICT fun and engaging for young learners. If you are an enthusiastic educator with a love for technology and a desire to inspire the next generation, we encourage you to apply!

Key Responsibilities:

Teaching & Curriculum Development:

- Plan, develop, and deliver engaging ICT lessons tailored for young learners.

- Teach basic computer skills, including typing, using a mouse, and navigating operating systems.
- Introduce students to educational software, coding for kids (Scratch, Blockly, etc.), and safe internet usage.
- Use interactive teaching methods (games, storytelling, and hands-on activities) to keep students engaged.
- Assess student progress, provide feedback, and adapt lessons to meet diverse learning needs.

Technology Integration in Learning:

- Support teachers in integrating technology into their subjects.
- Assist students in using tablets, educational apps, and interactive whiteboards.
- Promote the use of age-appropriate digital resources to enhance classroom learning.

ICT Lab & Equipment Management:

- Ensure the ICT lab and devices (computers, tablets, projectors, printers) are well-maintained and operational.
- Manage software installations, updates, and troubleshooting of basic technical issues.
- Implement online safety policies and teach students about cybersecurity, responsible internet use, and digital etiquette.

Extracurricular & Digital Skills Development:

- Organize and lead ICT clubs, coding workshops, and robotics activities for students.
- Encourage creativity through digital art, storytelling apps, and multimedia projects.
- Introduce basic STEM (Science, Technology, Engineering, and Math) concepts in a fun and engaging way.

Required Qualifications & Experience:

- Diploma/Degree in Education, ICT, Computer Science, or a related field.
- Teaching certification (or relevant training in Early Childhood/Primary Education).
- 3+ years of experience teaching ICT to young children (Nursery & Primary levels) is an advantage.

- Familiarity with basic coding (Scratch, Blockly, Python for kids, etc.) is a plus.
- Strong understanding of child-friendly educational apps and digital learning tools.
- Excellent classroom management and child engagement skills.
- Passion for teaching young learners and making ICT fun!

Preferred Skills & Attributes:

- Patience and a child-friendly approach to teaching.
- Ability to simplify complex ICT concepts for young children.
- Strong communication and interpersonal skills.
- Creativity in lesson planning and student engagement.
- Commitment to child safety and digital well-being.

Key Attributes for All Roles

- Advanced computer proficiency (must be comfortable using technology in daily tasks).
- Highly committed – Only candidates ready to dedicate themselves fully should apply.
- Hardworking and smart – Strong work ethic, strategic thinking, and efficiency are essential.
- Ability to work anywhere in Tanzania – Must be flexible with work locations.
- Excellent communication and interpersonal skills.

Application Instructions

Qualified and interested candidates must submit their CV, transcripts, cover letter, and relevant certificates in PDF format only to hr.hbs.tz@gmail.com with the subject line formatted as [Job Code – Full Name] (e.g., “FSD-HBS-10 – John Kibaratuka”).

Application Deadline: 20th March 2025

Only shortlisted candidates will be contacted.

Hannah Bennie School is an equal opportunity employer committed to fostering a diverse and inclusive workplace.