



## 1. JOB ADVERT – **HEAD TEACHER**

### **NEXUS HILLS SECONDARY SCHOOL**

**Location:** Pangawe, Morogoro, Tanzania

**Reports to:** Managing Director, & School Board

**Regulatory Framework:** TAMISEMI • MoEVT • NECTA • NACTE

**Web:** <https://www.instagram.com/nexushills/>

### **Position Overview**

The School is seeking a competent and visionary **Head Teacher** to provide academic and administrative leadership in line with the **Tanzania Education and Training Policy (ETP)**, **TAMISEMI guidelines**, and **NECTA standards**. The successful candidate will ensure high-quality teaching, effective school management, and strong stakeholder engagement.

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### **Key Duties & Responsibilities**

- Provide strategic leadership in accordance with **MoEVT** and **TAMISEMI** directives.
- Oversee curriculum implementation (NECTA syllabus), lesson planning, assessments, and exam readiness.
- Manage teaching and non-teaching staff, including supervision, mentorship, and performance evaluation.

- Ensure compliance with school policies, safety regulations, financial guidelines, and education laws.
  - Promote student discipline, welfare, guidance & counselling programs, and co-curricular activities.
  - Prepare and manage school budgets, ensure proper use of capitation grants, and oversee procurement.
  - Coordinate inspections, reporting, and data submission to **TAMISEMI**, **MoEVT**, and **NECTA**.
  - Foster strong relationships with parents, the community, government authorities, and partners.
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## Minimum Qualifications

- Bachelor's Degree in Education (B.Ed) or similar qualifications from a recognized institution; a Master's degree is an added advantage.
  - TSC registration and valid teaching license (where required).
  - Minimum **7 years teaching** experience at secondary level and **4+ years leadership** experience (e.g., Academic Master, Deputy Head).
  - Strong knowledge of NECTA curriculum, TAMISEMI school management guidelines, and government compliance systems.
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## Key Competencies

- Leadership and staff management
- Academic supervision & curriculum expertise
- Strong communication skills (English & Kiswahili)
- Financial and administrative management
- Integrity, professionalism, and adherence to public service ethics

**Benefits:** The Head Teacher will be provided with a house to live in, among other benefits.

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## How to Apply

Interested candidates should submit a cover letter, CV, academic certificates, and three referees to: [nexus.sec.school@gmail.com](mailto:nexus.sec.school@gmail.com)

**Deadline:** 15<sup>th</sup> December 2025

**Phone: 0795 899 988**

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## 2. Job Advert: **Secondary School Accountant (Tanzania)**

**Reports to:** School Finance Director

**Location:** Nexus Hills Secondary School, Pangawe, Morogoro, Tanzania

**Employment Type:** Full-time

**Web:** <https://www.instagram.com/nexushills/>

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### Position Overview

The Secondary School Accountant is responsible for managing and maintaining accurate financial records for the school, ensuring compliance with accounting standards, school policies, and regulatory requirements. The role supports financial planning, budgeting, reporting, and ensures effective use of school resources to support educational goals.

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### Key Responsibilities

#### *1. Financial Record Keeping & Reporting*

- Prepare and maintain accurate financial records, including ledgers, journals, and asset registers.
- Prepare monthly, quarterly, and annual financial statements.
- Reconcile bank statements, petty cash, and other financial accounts.
- Ensure timely preparation of audit schedules and support the annual audit process.

#### *2. Budgeting & Financial Planning*

- Assist in the development, implementation, and monitoring of the school's annual budget.
- Track expenditure against budget and report variances to management.
- Provide financial insights and recommendations to support strategic decision-making.

#### *3. Fee Management & Revenue Collection*

- Manage student fee billing, invoicing, and collection.
- Maintain up-to-date records of fee payments, arrears, and issue statements as needed.
- Work with parents/guardians on payment plans and ensure proper documentation.

#### *4. Expenditure Management*

- Verify and process payment vouchers, purchase orders, and staff claims.
- Maintain accurate records of procurement transactions.
- Monitor spending to ensure compliance with school policies.

#### *5. Compliance & Internal Controls*

- Ensure all financial activities comply with relevant accounting standards, tax laws, and school policies.
- Implement and maintain effective internal controls to safeguard school assets.
- Support the enforcement of financial procedures across all departments.

#### *6. Payroll Administration (if applicable)*

- Prepare and process payroll for teaching and non-teaching staff.
- Maintain accurate payroll records (statutory deductions, benefits, leave balances)
- Administer payroll and ensure accurate computation and timely submission of statutory deductions, including:
  - **PAYE (Pay As You Earn)**
  - **NSSF (National Social Security Fund)**
  - **NHIF (National Health Insurance Fund)**
  - **SDL (Skills Development Levy)**
  - **WCF (Workers Compensation Fund)**

#### **Qualifications:**

- Bachelor's degree/Advanced Diploma in Accounting, Finance, or related field.
- CPA(T), ACCA, or equivalent professional certification (preferred).
- **Minimum of 3 years of accounting experience, preferably in a school or NGO setting in Tanzania**
- Proficiency in accounting systems (QuickBooks, Tally, or Sage) and advanced MS Excel skills.
- Strong integrity, confidentiality, organisational skills, and attention to detail.

## **How to Apply**

- Interested candidates should submit a cover letter, CV, academic certificates, and three referees to: [nexus.sec.school@gmail.com](mailto:nexus.sec.school@gmail.com)  
**Deadline:** 15<sup>th</sup> December 2025
- **Phone: 0795 899 988**

### 3. JOB ADVERT: **ICT SUBJECT TEACHER**

**Position:** ICT Subject Teacher

**Employer:** Nexus Hills Secondary School

**Location:** Pangawe, Morogoro, Tanzania

**Application Deadline:** 10<sup>th</sup> December 2025

#### **Overview:**

Nexus Hills Secondary School is seeking a committed and competent **ICT Subject Teacher** to join our academic team. The ideal candidate will deliver high-quality ICT instruction aligned with the Tanzania Secondary Education Curriculum and support the school's digital learning initiatives.

#### **Key Responsibilities**

- Teach ICT at O-Level/A-Level following NECTA syllabus and TAMISEMI standards.
- Prepare lesson plans, schemes of work, and learning materials.
- Conduct continuous assessments, set and mark examinations, and maintain accurate student records.
- Support students in practical ICT skills: computer operations, typing, MS Office, internet use, coding basics, and digital literacy.
- Maintain computer labs and ensure proper usage of ICT equipment.
- Contribute to school digital systems (e.g., student management systems, e-learning platforms).
- Participate in academic meetings, professional development, and co-curricular activities.

#### **Qualifications & Requirements**

- Bachelor's Degree in ICT, Computer Science, ICT Education, or related field (from a recognised institution).
- Strong knowledge of NECTA ICT syllabus and assessment formats.
- Competence in both theory and practical ICT instruction.
- Experience in school ICT lab management is an added advantage.
- Excellent communication, classroom management, and student-engagement skills.

#### **Experience**

- Minimum **2 years teaching experience** in secondary school (preferred).
- Fresh graduates with strong ICT skills and passion for teaching are encouraged to apply.

#### **How to Apply**

Submit the following to **nexus.sec.school@gmail.com** or deliver to the school office (**Phone: 0795 899 988 for queries**)

- Application letter
- Updated CV
- Copies of academic certificates and transcripts
- Teaching license/registration (if available)
- National ID (NIDA) or voter's ID