



## **Shaaban Robert Secondary School Vacancy for Secretary**

Shaaban Robert Secondary School invites applications from qualified and experienced candidates for the position of

### **JOB TITLE: Secretary**

**Qualifications and Requirements** The ideal candidate must possess:

- A Diploma in Secretarial Studies or equivalent qualification.
- At least three (3) years of working experience in a reputable secondary school.
- Fluency in written and spoken English.
- Excellent computer skills, including proficiency in Ms. Word, Ms. Excel, Ms. Powerpoint and Graphic design.
- Ability to maintain good rapport with Visitors, parents, staff and students.
- Ability to work independently with Efficiency and professionalism.
- Strong organizational and communication skills.

**Application Procedure** Candidates who meet the above requirements are invited to submit:

- An application letter.
- Updated Curriculum Vitae (CV)
- Recent passport – size photograph
- Copies of all relevant academic and professional certificates.

- Names, addresses and telephone number of three referees.

Please when applying write **vacancy for secretary** in the subject column.

**Application should be submitted through: E**

Mail: [admin@shaabanrobert.sc.tz](mailto:admin@shaabanrobert.sc.tz) BY 04th March 2026