



### **Organizational Overview:**

The Foundation For Tomorrow (TFFT) is an International Non-Governmental Organization (Reg. No. I-NGO/R1/0071) committed to providing quality, inclusive education and psychosocial support to orphaned and vulnerable children in Tanzania. TFFT envisions a world where all children contribute to society as active and empowered citizens free from exclusion, disadvantage, and vulnerability.

The establishment of the TFFT Computer Lab at the Learning Centre represents a significant step toward bridging the digital divide by equipping scholars, teachers, youth, and members of the broader community with essential digital literacy and 21st-century skills. The lab will offer a diverse range of programs, from foundational computer skills to advanced ICT and professional training.

**Job Title:** Computer Lab Administrator

**Location:** TFFT Learning Centre, Usa River, Arumeru District, Tanzania

**Reports to:** Managing Director

**Employment Type:** Full-Time

**Start Date:** May 2026

We are seeking a visionary computer and technology expert who is well-versed in emerging trends and brings a strong vision for the role of technology in driving development. The Computer Lab and Technology Centre Administrator will lead the implementation, management, and growth of this initiative.

### **Position Summary:**

The Computer Lab Administrator will be responsible for the overall management, operations, and programming of the TFFT Computer Lab. The role combines technical oversight, instructional support, and administrative duties. This individual will ensure the smooth running of the lab while

facilitating impactful programs that serve students, teachers, youth and the broader community.

## **Key Responsibilities**

### **Lab Operations and Technical Management:**

- Oversee and manage the daily operations of the TFFT Computer Lab and ensure equipment functionality.
- Install, maintain, and troubleshoot computer hardware, software, and peripheral devices.
- Provide hands-on IT support to TFFT staff, students, teachers, and program participants during sessions.
- Ensure safe usage of equipment, manage user access, and maintain lab security and hygiene standards.
- Maintain inventory of IT equipment, manage procurement, and coordinate equipment servicing when needed.

### **Program Development and Facilitation:**

- Design and implement a variety of digital literacy programs for different age groups, including TFFT scholars, alumni, and local community members.
- Facilitate ICT and computer skills training sessions, including basic computer skills, Microsoft Office, internet navigation, and coding.
- Support delivery of teacher-focused digital competency programs, aligned with Tanzania Institute of Education (TIE) training requirements and TFFT's Teacher Training Program.

### **Administration and Reporting:**

- Track lab usage and attendance, and provide regular reports on progress, participation, and equipment status.
- Assist in developing lab-related policies, procedures, and user guidelines.
- Maintain an up-to-date calendar of events, trainings, and lab bookings.

### **Collaboration and Stakeholder Engagement:**

- Coordinate with other TFFT programs (Scholarship, Teacher Training) to align lab activities with organizational goals.
- Collaborate with training partners, local organizations, and volunteers to deliver high-impact programming.
- Actively market the lab's services and programs to the local community and partner schools or organisations.
- Contribute to proposal writing, budgeting, and fundraising efforts for lab sustainability.

### **Qualifications and Requirements:**

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- At least 3 years of relevant experience in ICT training, computer lab management, or technology programs.
- Visionary thinking and innovation in technology application.
- Strong knowledge of hardware and software systems, operating systems (Windows, Linux, macOS), networking, and troubleshooting.
  - Experience in coding instruction and digital learning tools is an added advantage.
  - Familiarity with cloud computing, cybersecurity, and virtual learning environments.
  - Excellent facilitation and communication skills, with experience training young people and adults.
  - Ability to work independently, take initiative, and manage multiple responsibilities.
  - Strong organizational skills and attention to detail.

### **Employment Terms:**

- **Type:** Full-time, 24-month renewable contract (subject to performance and funding).
- **Location:** Based at the TFFT Learning Centre, Usa River, with occasional travel as needed.
- **Salary:** Basic monthly salary in the range of TZS 3,000,000 to TZS 3,500,000, depending on experience and qualifications.
- **Additional Benefits:** Annual health insurance coverage valued at TZS 1,500,000 an annual professional development fund of TZS 1,250,000

monthly communication allowance of TZS 60,000 and statutory benefits in accordance with national regulations and TFFT's Human Resources policy.

**How to Apply:**

Interested candidates should submit their CV and a cover letter addressed to the Managing Director, clearly explaining why they are a strong fit for this role, to [jobs@thefoundationfortomorrow.org](mailto:jobs@thefoundationfortomorrow.org)

Please indicate the position in the subject line of your email as follows:  
**Application: Computer Lab Administrator – [Your Name]**

**Deadline of application:** 15 April 2026.