



Dar es Salaam Independent School

Registration Numbers S. 2544 and DS/02/7/037

Vacancy for the school year 2026/27

We are inviting applications from qualified, experienced, and passionate Admin staff for the following position:

1. JOB TITLE: School Accountant

Candidates applying for a School Accountant position should have the following minimum qualifications and requirements:

- Bachelor's degree in accounting, Finance, or a related field.
- Professional qualification (CPA, ACCA, or equivalent)
- A masters degree will be an added advantage
- Minimum of three (3) years' relevant accounting experience in a school.
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software and Microsoft Excel.
- Excellent organizational, analytical, and communication skills.

Duties and responsibilities:

A successful candidate will be required to:

- Manage day-to-day accounting operations, including accounts payable, receivable, bank reconciliations, and payroll.
- Prepare monthly management accounts and financial reports.
- Support budgeting, forecasting, and financial planning processes.

- Ensure compliance with statutory requirements, school policies, and internal controls.
- Coordinate audits and liaise with external auditors.
- Maintain accurate financial records, accounting documentation and perform other finance department duties.

2. JOB TITLE: Receptionist

Candidates applying for a Receptionist position should have the following minimum qualifications and requirements:

- Diploma or bachelor's degree in business administration, Office Management, Public Relations, Customer Service, or a related field.
- Minimum of two (2) years' experience in a receptionist, customer service, or administrative role in a school.
- Excellent verbal and written communication skills in English. Knowledge of Kiswahili is an added advantage.
- Strong interpersonal and customer service skills.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, and PowerPoint).
- Ability to handle multiple tasks and work under pressure.
- Professional appearance and positive attitude.
- Experience working in a school or international environment will be an added advantage.

Duties and responsibilities:

- Receive and welcome visitors, parents, students, and staff in a professional manner.
- Manage the school's main reception desk and telephone switchboard.
- Handle incoming and outgoing correspondence, including emails, letters, and courier services.
- Maintain visitor records and ensure compliance with school security procedures.
- Provide administrative support to various departments as required.
- Schedule appointments and coordinate meetings.
- Maintain accurate records, filing systems, and office supplies.
- Respond to inquiries and direct visitors to the appropriate departments.
- Support student attendance reporting and other front-office functions.

Application procedure

Interested candidates should submit:

- Application letter
- Updated Curriculum Vitae (CV)
- Certified copies of academic and professional certificates. Foreign certificates should be accredited by Tanzania Commission for Universities (TCU)
- Contact details of at least two referees

Applicants should clearly specify the position they are applying for in the email subject line and merge all documents into a single PDF file.

Applications should be addressed to:

**The HR Manager
Dar es Salaam Independent School**

Applications may be delivered physically to the school offices at Mbweni/Mikocheni, Dar es Salaam or sent via email;

Email: hr@dis.ac.tz

Tel: 022 2781515

Mobile: 0772 111228

Closing date for applications is 10th July 2026

Only shortlisted candidates will be contacted.