



Title	Procurement and Stores Assistant	Category (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Accounts Manager	Department:	Finance and Procurement
Job Holder		Start date:	September, 2026

IST Foundational Documents

IST Mission

Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision

IST is a pioneering International Baccalaureate Continuum school that ignites a life-long passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships, in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values

- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts

- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.
- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies

In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community

Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth

Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.



Strategy 3 - Innovation & Learning

Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

Reporting to the Accounts Manager, the Procurement Assistant provides administrative and operational support to the procurement function by assisting with purchasing activities, maintaining procurement records, coordinating deliveries, supporting inventory management, and ensuring procurement documentation is accurate and complete. The role contributes to the efficient and timely acquisition of goods and services while ensuring compliance with IST procurement policies and procedures.

Preferred Qualifications and Experience

- (a) Diploma in Procurement and Supply Chain Management, Business Administration, Logistics or a related field; Bachelor's Degree is an added advantage.
- (b) Minimum of 2–3 years' experience in procurement, purchasing, stores, logistics or administrative support.
- (c) Experience using Microsoft Office, particularly Excel; Experience using an Enterprise Resource Planning (ERP) or inventory management system is desirable.
- (d) Experience in a school or similar service-oriented environment is an added advantage.

Professional Competencies:

- (a) Working knowledge of procurement procedures, purchasing processes, inventory management, and procurement documentation.
- (b) Strong organizational, planning, and time management skills, with the ability to manage multiple priorities and meet deadlines.
- (c) High level of accuracy and attention to detail in preparing procurement documents and maintaining records.
- (d) Effective written and verbal communication skills, with the ability to build positive working relationships and provide excellent customer service.
- (e) Proficiency in Microsoft Office applications, with the ability to maintain confidentiality and demonstrate integrity in all procurement activities.

Personal Attributes:

- (a) Demonstrates integrity, professionalism, and maintains confidentiality in all aspects of work.
- (b) Reliable, organized, and detail-oriented, with a commitment to accuracy and accountability.
- (c) Collaborative team player with strong interpersonal skills and a customer-service mindset.
- (d) Flexible, adaptable, and able to manage competing priorities while working under pressure to meet deadlines.



- (e) Positive attitude with a willingness to learn, take initiative, and contribute to continuous improvement.

Responsibilities

The primary responsibilities of the Procurement Assistant shall include:

Procurement Support

- (a) Assist in the procurement of goods and services by processing approved purchase requisitions, obtaining quotations, preparing purchase orders, and following up on deliveries to ensure timely and cost-effective procurement.

Supplier and Stakeholder Coordination

- (b) Liaise with suppliers and internal departments to coordinate procurement activities, monitor order status, resolve routine procurement issues, and communicate delivery updates, escalating matters where necessary.

Inventory and Stores Support

- (c) Support inventory management by receiving and inspecting goods, verifying deliveries against procurement documentation, maintaining inventory records, assisting with stock counts, and reporting discrepancies or damaged items.

Documentation and Compliance

- (d) Maintain accurate procurement records, supplier information, purchase documentation, and filing systems to ensure compliance with IST procurement policies, audit requirements, and record retention standards.

Administrative Support

- (e) Assist in preparing procurement reports, maintaining confidentiality of procurement information, supporting continuous improvement of procurement processes.

Perform any other duties as designated by the Accounts Manager.

Particulars of the Search:

Prospective applicants should be based in Tanzania and need to apply formally. They should submit a letter (in English) describing their fit and interest in the position and an up-to-date curriculum vitae/resume, including the names, addresses, and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com; before the close of business on Friday 07 August 2026



Title	Teacher Assistant - Life Centred Education Program	Category (cf Policy 5.101)	Teacher Assistance
Reports to:	Vice Principal	Department:	Secondary School
Job Holder		Start date:	As Soon As Possible

IST Foundational Documents

IST Mission

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IST Vision

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Strategies

In order to support our mission, vision and values, IST will:

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Strategy 3 - Innovation & Learning

Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.

Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

Life-centered education (LCE) is a personalised model of instruction. It is not a self-contained program. Students spend most of their time in general education classrooms alongside their peers. Depending on their individual level of need, students may spend time in small groups or 1-to-1 to focus on modified grade-level content, foundational academic skills and independent living skills. Teachers, parents and the student will collaborate to create a Student Support Plan (SSP). The SSP outlines the student's long-term and short-term goals as well as the services IST will provide to help the student meet those goals. The Teacher Assistant for the program supports a lead teacher in charge of a classroom. Teacher Assistants also reinforce lessons by tutoring individual students or small groups. Their duties include creating lesson plans, documenting progress, and overseeing lesson preparations.

Preferred Qualifications and Experience

- (a) Experience: 4+ years of teaching experience
- (b) Must have a Bachelor's Degree in Special Needs Education
- (c) MYP/DP training/experience is desirable

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Sound decision-making, solutions-focused, knowledge of child protection and health and safety
- (c) Solid understanding of classroom activities and teaching best practice

Personal Attributes:

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Keenness to progress their knowledge and skills through taking additional responsibilities and opportunities for development;
- (d) Flexibility, Creativity and Adaptability;
- (e) Ability to exercise patience and understanding to students with different learning needs;
- (f) A wholeheartedly committed to supporting student's needs and those of the school's wider community;

Responsibilities

The primary responsibilities of a Teacher Assistant at the Secondary School will be:



Areas of Responsibility

Whenever necessary and at the discretion of the classroom teacher, the responsibilities of the Teacher Assistant will include, but not be limited to, the following:

- (a) Work with the lead teacher to monitor the class schedule.
- (b) Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- (c) Revise lesson material with students individually or in small groups.
- (d) Ensure the classroom environment is safe and clean.
- (e) Oversee students during non-classroom times, including in-between classes, lunch, and field excursions.
- (f) Collaborate with lead teachers to recognise issues students are facing and recommend solutions.
- (g) Document student progress and communicate with parents to keep them informed.
- (h) Help lead teachers to create lesson plans.
- (i) Comply with government and school regulations, as well as classroom agreements.
- (j) Attend all professional development sessions and meetings.
- (k) You may be required to serve as an advisor in homeroom classes.

Whenever necessary and at the discretion of the Secondary Vice Principal, the Teacher Assistant is accountable for:

- (a) Attendance at staff meetings and parent evenings
- (b) Supervision of students at break/after school in a safe and punctual manner

For the Teacher Assistant to meet these expectations, the Classroom Teacher is also held accountable for:

- (a) Communicating clearly, openly and honestly with the Teacher Assistant
- (b) Meeting with the Teacher Assistant at the start of the year to discuss responsibilities and expectations for the year
- (c) Actively encouraging respectful interactions between the Teacher Assistant and all members of the community
- (d) Meet regularly with the TA to discuss plans, overviews, and reflections on practice.

Perform other duties as assigned, including special projects as requested by the Vice Principal.

Particulars of the Search

Prospective applicants should be based in Tanzania and need to apply formally. They should submit a letter (in English) describing their fit and interest in the position and an up-to-date curriculum vitae/resume, including the names, addresses, and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com before the close of business on Tuesday, 17 August 2026.