

Dar es Salaam Independent School Vacancies – June 2026

Receptionist

Posted: June 29, 2026

Closing: 10 July 2026

Qualifications

- Diploma/Bachelor's in Business Administration, Office Management, Public Relations, Customer Service or related field.
- Minimum 2 years' experience in a school receptionist/customer service/admin role.
- Excellent English; Kiswahili an advantage.
- MS Office proficiency.
- Professional appearance and ability to multitask.

Duties

Receive visitors, manage reception and switchboard, handle correspondence, maintain visitor records, provide admin support, schedule appointments, maintain filing systems, respond to inquiries and support front-office/student attendance.

School Accountant

Posted: June 29, 2026

Closing: 10 July 2026

Qualifications

- Bachelor's in Accounting/Finance.
- CPA/ACCA or equivalent.
- Master's is an advantage.
- Minimum 3 years' school accounting experience.
- Strong accounting software and Excel skills.

Duties

Manage accounting operations, payroll, reconciliations, financial reports, budgeting, statutory compliance, audits and financial records.

Application

Submit: Application letter, CV, certified certificates (foreign awards accredited by TCU), and two referees. Merge documents into one PDF and indicate the position in the email subject.

Address: HR Manager, Dar es Salaam Independent School

Email: hr@dis.ac.tz

Tel: 022 2781515 | Mobile: 0772 111228

Applications may also be delivered to the school offices at Mbweni/Mikocheni, Dar es Salaam.

Only shortlisted candidates will be contacted.