A drawing of a person

Description automatically generated

PO BOX 261

Ghala Road (Railway Street)

Moshi, Tanzania

WhatsApp Call/Message: +255 754 544 203

Email: admin@kijana-kwanza.org

Website: www.kijana-kwanza.org

**House Supervisor (Vocational Students)**

Contract: Fixed – 12 months

Working Hours: 45 hours per week (including evenings and weekends)

Accountable to: Vocational Training Manager

Salary: Band 3

Location: Moshi, Tanzania

Additional benefits: Extensive Incentives Package including rent, telephone and meals allowance and employee contributions towards family medical insurance

**Introduction**

Kijana Kwanza (Young People First) is a grassroots organisation based in Moshi, Tanzania that aims to empower disadvantaged children and young people with the skills and opportunities to prepare them for a future without poverty.  
  
The organisation directly sponsors over 250 children and young people, most of whom are orphaned, abandoned or from single-parent families, who reside in the community, in foster care or on-site at one of our children’s homes or youth hostels. Most of our children and young people attend school, learn practical trades in our workshop or are enrolled at college to study towards a professional qualification. Outside of formal education, we deliver an extensive programme of extra-curricular learning, which emphasises soft skills development, leadership training and digital inclusion.

Aside from direct child and student sponsorship, Kijana Kwanza delivers a variety of day services and social welfare provision from its headquarters in Moshi Town, for the wider community of children, young people and their families. These include free Computer classes, a Study Café, hardship grants and interest-free loans, seasonal campaigns, community events and microfinance initiatives.

For a full list of our activities, visit [www.kijana-kwanza.org](http://www.kijana-kwanza.org).

**Post Summary**

The House Supervisor plays a vital role in supporting the day-to-day welfare and personal development of vocational students aged 18+ years.

The post requires a proactive individual who can provide mentorship, emotional support, and guidance, while also helping manage student behaviour in a fair and constructive manner.

The House Supervisor will facilitate informal learning, life skills training, and extra-curricular activities that contribute to the holistic growth of each student. In addition, the House Supervisor ensures students follow their daily routines, including attending scheduled activities, completing house chores, and participating in weekend meal preparation.

**Duties and Responsibilities**

**Student Welfare, Support & Behaviour Management**

1. Provide daily supervision and support to vocational students, ensuring their well-being in all aspects of their lives.
2. Serve as a point of contact for students needing emotional, social, or academic support.
3. Mentor and counsel students, addressing personal and social issues as they arise.
4. Monitor behaviour and encourage respectful, cooperative interactions among students.
5. Implement and uphold behavioural expectations, responding to issues using de-escalation strategies and working with staff to develop individual support plans when necessary.

**Household Responsibilities**

1. Oversee student participation in house chores and ensure a clean, respectful living environment.
2. Coordinate meal preparation on weekends, promoting safe cooking practices and shared responsibility.
3. Reinforce independence and accountability through consistent routines and expectations.

**Timetable & Routine Management**

1. Ensure students follow their daily schedules, including class attendance and structured activities.
2. Support students in developing good time management habits and a balanced daily routine.

**Informal Learning, Life Skills Training & Extra-Curricular Activities**

1. Design and deliver informal learning sessions that promote practical life skills such as financial literacy, communication, time management, and personal care.
2. Facilitate workshops and activities that build independence, confidence, and employability.
3. Encourage a culture of continuous, self-directed learning in daily life.
4. Plan and lead extra-curricular programs that support student interests and personal growth.
5. Promote teamwork, creativity, and leadership through structured group activities.
6. Ensure activities are inclusive and relevant to students’ needs and goals.

**Other**

1. Keep accurate records of student issues, support provided, and incidents.
2. Participate in regular staff meetings and contribute to improving the care and learning environment.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Diploma in education, social work and/or relevant field | X |  |
| Specialist qualification or skills in child/youth psychology |  | X |
| At least 2 years’ experience of working with young people in a residential, educational or vocational setting | X |  |
| Ability to manage challenging behaviour with patience, empathy and fairness | X |  |
| Youth counselling, mentoring and advocacy skills | X |  |
| Able to plan and deliver a diverse programme of fun and exciting extra-curricular activities and informal skills training | X |  |
| Specialist skills in facilitating sport/physical activities, creative arts, entrepreneurship, technology and/or media |  | X |
| Knowledge of monitoring and evaluation systems |  | X |
| Excellent communication skills in English and Swahili | X |  |
| Full proficiency in Microsoft Office applications | X |  |
| Certificate in first aid | X |  |
| Able to work flexible hours, including evenings, weekends, and overnight shifts | X |  |
| Committed to Kijana Kwanza’s mission and working with vulnerable children and young people | X |  |

**[End]**