



JOB ADVERTISEMENT

Clerk of Work

Supporting the planning, supervision, and implementation of educational building projects across Tanzania

LOCATION
Dar Es Salaam

EMPLOYMENT
Full time

DEADLINE
25 March 2026



About Us

The Montessori Community of Tanzania (MCT) is a nationally recognised non-profit organisation dedicated to strengthening Early Childhood Development (ECD) and Education systems across Tanzania. Working closely with government institutions, development partners, educators, and communities, MCT promotes equitable access to quality, inclusive, and child-centered learning environments grounded in Montessori principles and national education priorities.

Through the Montessori Challenge Fund, MCT provides targeted financial and technical support to qualified Montessori teachers to establish new model Montessori daycare centres.

Position Summary

MCT is seeking a qualified and motivated Clerk of Work to support the planning, supervision, and implementation of educational building projects under its programmes. The successful candidate will work closely with architects, teachers, and the construction team on site to ensure construction activities are executed in accordance with approved design objectives, quality and legal standards, timelines, and budgets.

The role requires field engagement, strong technical skills in construction supervision, and the ability to work collaboratively with multiple stakeholders to foster trust and ensure safe, durable, and compliant outcomes.

WHAT YOU WILL DO

Key Responsibilities

- Assist in the supervision of educational building projects on site
- Interpret drawings, designs, and technical specifications
- Monitor quality and accuracy of materials, dimensions, and workmanship
- Ensure compliance with design objectives, budget, safety, environmental, and quality standards
- Coordinate with architects, teachers, contractors, suppliers, and site teams to foster a collaborative and respectful working environment
- Prepare practical solutions, site reports and progress updates



WHAT WE NEED

Qualifications & Experience

- Diploma or Certificate in Civil Engineering or related field
- Minimum of 2–3 years relevant work experience
- Knowledge of construction methods and materials
- Ability to read and interpret engineering drawings
- Familiarity with basic surveying tools and MS Office
- Strong communication and teamwork skills



ADDED ADVANTAGE

Experience working on community, education, or NGO projects

GET STARTED

How to Apply.

Interested candidates should submit:

Detailed CV

Cover Letter

Certificates

3 References



Send to: **hr@montessori.or.tz**

Subject: **Application for Clerk of Work**



Application deadline: **25 March 2026**

MCT is an equal opportunity employer. Women and persons with disabilities are strongly encouraged to apply.

For more
Info

+255 658 479 695

montessoritz

www.montessori.or.tz

