



Title	Logistics & IT Officer
Location	Ruvuma (Songea) or Morogoro (Morogoro Town)
Commitment	Part-time (40% of FTE), with frequent travel to schools across the region

About MsingiTek: MsingiTek is a tablet-based program that provides supplementary learning for students in Standards 1, 2, and 3. Using [Imagine Worldwide's](#) tablets and [onebillion's software](#), children get dedicated time to learn independently and strengthen their foundational literacy and numeracy skills.

About Tanza Education: Tanza Education is Tanza's Field Lab — where we learn by doing the work ourselves. We implement proven education programs in real schools, learning what it takes to deliver them excellently and sustainably at scale. We believe great implementation starts with great people. We invest deeply in our team, while learning how strong implementation can increasingly be owned by schools, communities and government. You can learn more about Tanza and our work at tanzapartners.com.

About You: You are organized, practical and meticulous. You enjoy solving technical and logistical problems, keep accurate records and follow every issue through to closure. You work independently, but communicate early when a delay or system gap could interrupt learning. Most importantly, you are motivated to use these skills to improve foundational literacy and numeracy.

Your Goals: Your goal is to keep learning equipment functional, available and accurately tracked. You will coordinate a controlled, well-documented swap process so faulty equipment is identified, diagnosed and replaced quickly, every movement is recorded and replacement stock remains available. If we do not know where each device is—or whether it works—we cannot trust our data or know whether learning is happening. This role is therefore a critical heartbeat of the program.

Your Responsibilities: This is a 40% role, averaging two working days per week, focused on the activities that most directly protect learning continuity and close every equipment loop. Your time will flex around agreed collection, handover and delivery windows, with reliable availability and prompt escalation when urgent issues arise. Specifically, you will:

- **Coordinate swaps:** Collect or receive faulty tablets and accessories, issue functioning replacements and coordinate their return to schools with Field Coaches.
- **Maintain accurate records:** Record collections in CommCare and all receipts, issues, commissioning and decommissioning in ERPNext immediately and by tablet serial number.
- **Diagnose equipment:** Complete approved checks on tablets, headsets, routers, charging hubs and cables; distinguish issues that can be fixed locally from those requiring escalation.
- **Complete basic repairs:** Carry out authorized repairs, including removing lodged AUX jacks and reinforcing broken headset bands, and confirm that repaired equipment works before release.
- **Manage repair handovers:** Prepare faulty equipment for Imagine collection, log pickup requests and confirm every handover in ERPNext.
- **Manage replacement stock:** Receive, sort and record replenishment stock; maintain clear custody and visibility of equipment held at the ISP office or an approved temporary storage point.
- **Protect learning continuity:** Monitor turnaround times and unresolved cases, flag shortages or recurring faults early and follow through until schools have functioning equipment.
- **Strengthen the process:** Identify recurring breakdowns in equipment, records or logistics and propose practical improvements to reduce repeat faults and delays.



Your Qualifications: These are some of the experiences we value!

- Diploma or Bachelor's Degree in IT, Operations, Supply Chain, or related field.
- >2 years of experience in logistics, inventory, IT support - or a similar role.
- Experience working within ERP systems such as ERP Next or SAP is a bonus.
- Experience implementing or supporting digital or technology-based programs.

Your Skills: These are some of the skills we'll either test for or help you build as part of your role.

- **Accuracy:** Maintain complete, timely records and reliable serial-number control.
- **Follow-through:** Own issues from identification to replacement, repair handover and closure.
- **Technical problem-solving:** Apply approved diagnostics carefully and know when to escalate.
- **Planning & Coordination:** Sequence collections, replacements and handovers efficiently.
- **Communication:** Give clear updates to Field Coaches, Program Managers and partners.

How We Work: Just as important as what you can do is how you approach the work. These are the values we expect everyone at Tanza to live:

- **Relentless Passion:** You bring contagious energy and commitment, making a difference every day.
- **High Standards:** You strive for excellence; you believe only your best effort creates lasting impact.
- **Integrity in Action:** You do what's right, even when it's hard, and earn trust through your actions.
- **Leading with Humility:** You listen, learn, and adjust your approach based on feedback and experience.
- **Growth Mindset:** You believe everyone is on a journey of learning and improving, including yourself.
- **Better, Together:** You genuinely believe that our strength as a team lies in our differences.

Ready to Apply: Send your CV and cover letter to careers@tanzaeducation.com before Sep 15th 2026. Title the email MsingiTek Logistics & IT Officer.