



Job Title: Assessment and Data Management Officer

Reports To: Lead Specialist
Indirect Report: School Director & School Principal

Location: Josephian Schools, Dar es Salaam, Tanzania

Job Summary:

The **Assessment & Data Management Officer** is responsible for coordinating and administering educational and developmental assessments for learners referred to the **Josephian Special Needs Desk**. The role ensures accurate, secure, and timely collection, management, and reporting of assessment data, enabling the Centre to provide high-quality, evidence-based recommendations to parents, teachers, and relevant authorities.

Key Responsibilities

A. Assessment & Screening

- Administer standardised and teacher-made screening tools to identify learning, behavioural, and developmental needs in line with ESRAC guidelines.
- Assist visiting specialists (Educational Psychologist, Speech & Language Therapist, Occupational Therapist, etc.) by preparing learners, setting up materials, and recording assessment outcomes.
- Conduct classroom observations to gather contextual learning behaviour data.
- Maintain an updated assessment toolkit, ensuring all instruments are functional, current, and stored securely.

B. Data & Records Management

- Maintain secure digital and physical records for all learners assessed, ensuring compliance with MoEST data protection standards.
- Enter all assessment results into the Josephian Special Needs Desk database and the national ESRAC data system.
- Prepare summary reports, statistics, and termly data submissions for the Lead Specialist and MoEST reporting requirements.



- Track follow-up dates for re-assessment and intervention monitoring.

C. Coordination & Communication

- Liaise with class teachers to collect pre-assessment background information on referred learners.
- Prepare assessment schedules in coordination with the Administrative/Support Officer.
- Communicate professionally with parents regarding assessment timelines, required documentation, and post-assessment meetings.

D. Compliance & Quality Assurance

- Adhere strictly to ESRAC protocols, child protection policies, and confidentiality agreements.
- Support the Lead Specialist in audits, quality checks, and MoEST inspection preparations.
- Participate in ongoing professional development related to assessment tools, inclusive education, and data management.

Key Competencies

- Strong understanding of special educational needs categories and inclusive education principles.
- Skilled in using assessment tools and interpreting basic results (training will be provided for ESRAC-specific tools).
- Excellent organisational and data management skills (digital and paper-based).
- High level of confidentiality, accuracy, and attention to detail.
- Ability to work empathetically with children, parents, and teachers.

Minimum Qualifications

- Bachelor's degree in Special Needs Education, Educational Psychology, or related field.
- Proficiency in data entry, database systems, and Microsoft Office/Google Workspace.
- Prior experience in school-based assessment or SEN coordination is an advantage.