

Organization: Silverleaf Academy Ltd

Location: Arusha, Tanzania / Nairobi, Kenya / Remote (with periodic travel to Arusha)

Position: Executive Assistant

Contract Type: Full Time

Line Manager: Founder & Chief Executive Officer (CEO)

Direct Reports: Personal Assistant (PA), other as team grows

About Silverleaf Academy

Silverleaf Academy is a growing chain of affordable private pre-primary and primary schools in Tanzania, serving children aged 2–14. Our mission is to deliver the highest quality learning at the most affordable price point for lower-middle-income families. We follow the Tanzanian national curriculum and deliver a tech-enabled, inclusive learning experience powered by team teaching, active student engagement, and continuous in-service teacher training.

Silverleaf is committed to developing academic mastery in literacy and numeracy, while also nurturing essential life skills such as critical thinking, collaboration, leadership, and entrepreneurship—equipping our students for success in the modern world.

Role Overview

Silverleaf Academy is seeking a highly capable, discreet, and mission-driven Executive Assistant (EA) to support the CEO in managing a dynamic portfolio of responsibilities across multiple departments, organisations and geographies.

The EA will act as a trusted strategic partner, chief scheduler, project manager, and communications lead, enabling the CEO to operate at peak effectiveness. The successful candidate will have exceptional organizational skills, emotional intelligence, and the confidence to manage complex operations, stakeholder relationships, and confidential matters.

This role is ideal for someone who has 2–5+ years' experience supporting senior leadership or C-suite executives, preferably in a fast-paced, multicultural, or global setting. Experience in education, non-profit, or social enterprise sectors is a strong plus.

Key Responsibilities

1. Executive & Strategic Support

- Serve as a critical thought partner and right-hand support to the CEO across multiple organizations.
- Manage high-level communications and draft professional correspondence, reports, board papers, and presentations.
- Track strategic projects, key decisions, and follow-ups—ensuring timely execution.
- Conduct research and synthesize data for board prep, fundraising, and partnership development.
- Support HR-related tasks and CEO-led personnel decisions with confidentiality and tact.

2. Calendar & Communication Management

- Own the CEO's calendar—scheduling and prioritizing a high volume of meetings across time zones.
- Coordinate internal and external engagements, resolving conflicts proactively.
- Ensure the CEO is thoroughly briefed and prepared ahead of meetings.
- Triage and manage inbound communications to ensure timely and high-quality responses.

3. Travel & Event Coordination

- Plan and manage all aspects of domestic and international travel including flights, visas, accommodations, and itineraries.
- Coordinate logistics for board meetings, leadership offsites, investor/donor visits, and VIP guests.
- Track travel expenses and support post-trip reconciliation with Finance.

4. Stakeholder & Relationship Management

- Act as liaison between the CEO and key stakeholders including board members, investors, donors, and partners.
- Represent the CEO with professionalism and discretion in all interactions.
- Maintain stakeholder databases, communication trackers, and follow-up systems.

5. Administrative & Operational Support

- Manage digital and physical filing systems and ensure document version control.
- Process CEO expense reports, payments, and administrative approvals in line with organizational policies.
- Ensure timely preparation and submission of leadership updates and board documents.
- Attend key internal meetings, take clear minutes, and track follow-up actions.

6. Process Improvement & CEO Productivity

- Implement tools, processes, and systems to improve CEO efficiency and workflow.
- Recommend solutions for better time and information management.
- Join or represent the CEO in internal meetings when appropriate and take notes for all meetings.

Key Requirements

- 2–5+ years of experience in a similar Executive Assistant role supporting senior executives or founders.
- Advanced English fluency (spoken and written) with excellent writing, editing, and communication skills.
- High digital literacy and proficiency in Google Workspace, Microsoft Office, and productivity tools.
- Proven ability to manage complex priorities, tight deadlines, and high-stakes communications.
- High attention to detail, sound judgment, and strong emotional intelligence.
- Experience managing international travel logistics and event coordination.
- Exposure to or experience working in East Africa or similar international environments.
- Experience in education or social enterprise sectors is a strong advantage.

Key Performance Indicators (KPIs)

- **Calendar Accuracy:** 98%+ accuracy with zero critical scheduling conflicts.
- **Response Times:** Internal within 12 hours, external within 24 hours.
- **Follow-Up Execution:** 95%+ on-time completion of tasks and deliverables.
- **Document Quality:** 90%+ delivery of final-ready, high-quality documents.
- **Travel & Event Logistics:** 100% incident-free coordination.
- **Confidentiality:** Zero breaches of sensitive or confidential information.

Silverleaf Values

At Silverleaf, our values shape how we teach, lead, and collaborate. We expect all staff to live out these values in daily practice:

- **Lead the Way:** Serve with integrity, empathy, and a commitment to impact.
- **Speak, Listen, and Learn:** Communicate openly, listen actively, and embrace diverse perspectives.
- **Ask Why and Why Not:** Think critically, challenge assumptions, and seek better solutions.
- **Build for the Future:** Invest in long-term growth—for yourself, our students, and society.

Application Instructions

To apply, please complete this [Google Form](#) and upload your CV and cover letter. You may also send your application to jobs@silverleaf.co.tz and ea@silverleaf.co.tz

Subject line: *Application for Executive Assistant to CEO – Krupa Patel*

Only shortlisted candidates will be contacted.