

## Re-advertised

# Internship opportunities: Finance, and Procurement

### About us

UONGOZI Institute was established in 2010 by the Government of Tanzania to inspire and equip Tanzanian and African leaders to deliver inclusive and sustainable solutions. This is done through the provision of high-quality executive education, facilitation of policy dialogues, action-oriented research, and technical assistance for public and private institutions.

The Institute is currently seeking to recruit interns for Finance, and Procurement functions. The successful candidates will support the Department(s)/Unit(s) in attaining the intended goals. All positions are based in Dar es Salaam.

### Positions Summary

#### **Finance Intern (1 position)**

The Finance Intern assists with the implementation of finance and accounting functions. Placed under the Finance and Administration Department, the intern reports directly to the Accountant.

#### **Procurement Intern (1 position)**

The Procurement Intern supports the implementation of procurement plans, including tendering processes, logistics and inventory management. Working under the Procurement Management Unit, the intern reports directly to the Procurement and Supplies Officer.

### Duration and Work Schedule

The selected interns will be engaged for up to one year, based on performance and the Institute's needs. Some assignments will involve travelling.

### General requirements

- Bachelor's degree in the particular fields of study.
- Proficiency in MS Office (Excel, Word, Power Point), and internet search tools.
- Ability to multi-task in a fast-paced environment.
- Strong verbal and written communication skills, both in English and Swahili.
- Volunteering experience is preferred, although not required.

### How to Apply

Join us by submitting your application through [recruitment@uongozi.or.tz](mailto:recruitment@uongozi.or.tz) with the **subject line of the position you are applying for by 6 July 2024**, at 4:00 PM (EAT). The application should include a one-page motivational letter, and a curriculum vitae with contact details of three referees (not more than 2 pages). **Applications from the recently closed advert are still in consideration thus, those who applied do not need to re-apply.**

*UONGOZI Institute is an equal opportunity employer committed to strengthening the diversity of its workforce. Only shortlisted applicants will be contacted.*