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# Internship Opportunity: Operations

## About us

The Institute of African Leadership for Sustainable Development, commonly known as UONGOZI Institute, is a regional leadership development hub operating under the Office of the President of the United Republic of Tanzania. Established in 2010 by the Governments of Tanzania and Finland, the Institute is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support.

The Institute's Monitoring & Evaluation (M&E) Unit supports the implementation and realisation of the Institute's strategic plan by coordinating the planning processes, tracking and analysing performance, and championing a performance culture.

## Why join the UONGOZI Institute?

The successful candidate will support the coordination of the Unit activities, reporting directly to the M&E Officer.

This role exposes fresh graduates to planning & budgeting systems and tools, performance reporting tools, as well as administrative tasks. It involves:

- Assist to develop and implement the Institute's Result Based Management monitoring & evaluation frameworks and systems;
- Assist to carry out Institute's performance evaluation;
- Assist to prepare quarterly and annual progress and performance reports;
- Assist to coordinate Institution's annual plan;

- Assist to collect data from the Institute's events for monitoring and evaluation purposes; and
- Support the administrative tasks: drafting letters, prepare report documents and other business correspondences.

## 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.

## Who are we looking for?

- Bachelor's degree in Economics, Political Science or a relevant field of Social Sciences.
- Strong verbal and written communication skills, both in English and Swahili.
- Proficiency in MS Word, Excel and internet search tools.
- Ability to multi-task in a fast-paced environment.
- Volunteer 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 "Operations Intern" by **31 December 2024**, at 16:00 hours (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).

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