

Internship Opportunities: Finance, Training, and Communications

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 is currently seeking to recruit interns for Finance, Executive Education, and Communications 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 Corporate Services Department, the intern reports directly to the Senior Accountant.

Training Intern (2 positions)

The Training Intern supports the coordination, development, and delivery of executive education programmes to leaders in Tanzania and across Africa. Working under the Executive Education Department, the Intern reports directly to the Senior Programme Delivery Officer.

Communications Intern (1 position)

The Communications Intern supports campaigns and activities to enhance and maintain the positive

image of the Institute, and also, increase its visibility and reach. Working under the Public Relations and Communications Unit, the intern reports directly to the Communications 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 with the subject line of the position you are applying for by **January 11, 2025, at 05:00 PM (EAT)**. The application should include a one-page motivation letter and 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.