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# Internship Opportunities: Finance, Training, Operations and Communications

## 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, Executive Education, Operations (Monitoring and Evaluation), 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 (2 positions)

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.

### Training Intern (2 positions)

The Training Intern supports the coordination, development, and delivery of training programmes to leaders in Tanzania and across Africa. Working under the reports directly to the Training Coordinator.

### Operations Intern (1 position)

The Operations Intern supports the coordination of planning processes, as well as monitoring and evaluation of programmes. They report directly to the Monitoring and Evaluation Officer.

### Communications Intern (1 position)

The Communications Intern supports campaigns and activities to enhance and maintain a positive image for the Institute, and also, increase its visibility and reach. In doing so, they get well

acquainted with media and communications tools. 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](mailto:recruitment@uongozi.or.tz) with the subject line of the position you are applying for by **November 15, 2023, 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.*