
Internship Opportunities

Finance, Research, and Procurement

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, Research, 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 Corporate Services Department, the intern reports directly to the Senior Accountant.

Research Intern (1 position)

The Research Intern assists with the coordination of research and policy activities, as well as supporting the running of the Institute's Resource Centre. Placed under the Research and Policy Analysis Department, the intern reports to the Senior Researcher.

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 Senior 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, PowerPoint), and internet search tools.
- Ability to multitask 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 **October 20, 2025, at 05:00 PM (EAT)**. The application should include a one-page motivation 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.