

Job Opportunity

Director of Executive Education

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. The Institute was established in 2010 by the governments of Tanzania and Finland, following recommendations from the United Nations' Helsinki Process on Globalisation and Democracy (2002 – 2008), which was co-chaired by the two governments. It is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent.

The Institute applies a holistic and mutually reinforcing approach to capacity development, which recognises that leadership competencies are developed through a continuous, lifelong learning process. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support. Its clientele includes organisations as well as individuals from the public, private, and civil sectors.

Job position summary

The Executive Education Director develops structures and systems for the design and implementation of world-class leadership programmes that aim to build leadership competencies among leaders in the region. The Executive Education Director reports directly to the Chief Executive Officer and be responsible for overall management of the Department's programmes under the Programme Development and Programme Delivery Sections.

Duties and responsibilities

- Facilitate the executive education programmes offered by the Institute;
- Lead the coordination of leadership development programmes, including Training-Needs Assessments, identification of instructors/facilitators and quality control of the programmes;
- Prepare and review programmes' reports and concept notes for further studies and programmes' improvement;

- Benchmark the executive education programmes offered by the Institute against those offered by similar institutions globally to examine quality and relevance;
- Apply recommendations and data from clients/stakeholders in refining programmes' materials on an annual basis;
- Review and develop leadership development approaches and methodologies to ensure high-quality programmes;
- Manage the department's budget and monitor its implementation;
- Ensure that the department's activities are in line with and support the implementation of all other areas of work of the Institute;
- Provide guidance and support to the CEO in his interactions with key stakeholders of the Institute on issues related to capacity development;
- Establish relationships with public sector institutions to identify current government priorities as strategic entry points for the Institute;
- Foster and expand the network of stakeholders in leadership development programmes.

Qualifications

- Master's degree in one of the following fields: education, public administration, business administration, economics, development studies, political science, science and technology field, or equivalent related qualifications from recognised institutions.
- Ph.D holders in the relevant field have an added advantage.
- Must have at least fifteen (15) years of experience, of which eight (8) years must be in the adult learning and development, served at a comparable senior managerial level.
- Programme management skills.
- Fluency in English and Kiswahili.

Employment terms

Contractual.

How to apply

Interested candidates should submit their applications, comprising:

- A brief statement on the related or similar work as above.

- A detailed curriculum vitae with contact details for three referees.
- Copies of academic certificates.

To submit your application, click the link or scan the QR code below:
<https://www.empower.co.tz/empower-jobs/detail/executive-education-director-68f79350036c6>



Deadline for Receiving Applications: 5 December 2025.

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