



INTERN: EXECUTIVE EDUCATION DEPARTMENT

UONGOZI Institute seeks to **inspire leaders** and promote the recognition of the important role of **leadership in sustainable development** within Africa.

Located in the President's Office, United Republic of Tanzania, UONGOZI Institute provides training to leaders from Tanzania and beyond, organizes high-level policy forums and dialogues, and carries out research on leadership and sustainable development.

Purpose:

Through its Internship Programme, UONGOZI Institute seeks to engage a recent graduate in the Department of Executive Education. Successful candidate will assist in the day-to-day activities of the Department, including designing, developing and evaluating leadership development programmes and conducting research on areas of leadership development and sustainable development.

Successful Candidate will gain and/or be exposed to:

- Contemporary leadership development trends and best practices.
- Executive education workshop/event coordination skills.
- Monitoring and evaluation of executive education programmes.
- Writing and communication skills.
- Database management skills.
- Different computer software and programmes for performing different tasks.
- Record-keeping skills (Government record-keeping and filing system).
- Interpersonal skills.
- Office practices and procedures.

Duration and Work Schedule:

Initially, the Intern will be provided with a three-month contract. Extension of the contract will be determined by satisfactory performance and/or the Institute's needs. Some assignments will require travel.

**Qualifications:**

- Bachelor's degree in one of the following disciplines; Education, Political Science, Human Resource Management, Business Administration and Social Science.
- 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.
- Ability to work effectively both independently and as part of a team.
- Volunteer experience is preferred, although not required.

How to Apply:

Interested candidates should submit their applications via recruitment@uongozi.or.tz with the following subject line "Training Intern". The application should include Curriculum Vitae (CV) with contact details of three referees and a motivation letter. Early applications are encouraged and will be considered. Candidates who previously applied for this position do not need to reapply.

Note: UONGOZI Institute is an equal opportunity employer. We regret that we will not be able to contact unsuccessful applicants.