
Internship Opportunity

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 an intern for its Procurement Management Unit. This role exposes fresh graduates to public procurement procedures and practices. The intern will:

- Assist to prepare and manage procurement contracts in line with procurement laws and regulations;
- Update stores ledger in the procurement system;
- Update records for store transactions.
- Manage records of receiving and issuing goods.
- Support stocktaking, reconciliation and auditing assignments.

Duration and Work Schedule

The selected intern 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 Procurement and Supplies or any other similar field.
- 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 “Procurement Internship” by **7 August, 2026, at 05:00 PM (EAT)**. The application should include a one-page motivation letter and an up-to-three-page curriculum vitae with contact details of three referees.

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