INTERNSHIP OPPORTUNITY: INTERN OFFICE ADMINISTRATION

Position Title

Intern Office Administration

Duty Station

Kampala, Uganda

Duration

Six months

1. About IPRAA

IPRAA is committed to advancing gender equality, inclusion and social justice through research, advocacy, knowledge generation and communications. Effective administrative and operational systems are essential to ensuring that the organisation's programmes, research and communications activities are implemented efficiently and effectively.

2. Purpose of the Internship

The Intern Office Administration will support IPRAA's day-to-day administrative and operational activities. The intern will work under the direct supervision of the Finance Officer and will gain practical experience in office administration, records management, coordination, logistics and organisational support within a research and gender-focused organisation.

3. Key Responsibilities

3a. Administrative and Office Support

- Assist with day-to-day administrative activities and routine office operations.
- Support the preparation, organisation and filing of administrative documents.
- Maintain organised physical and electronic records.

- Assist with scheduling meetings, preparing meeting materials and recording action points where required.
- Support preparation of correspondence, memos, forms and other administrative documents.
- Assist with monitoring office supplies and routine office requirements.
- Support coordination of routine administrative requests.
- Maintain confidentiality and handle organisational information responsibly.
- Undertake other reasonable administrative duties as assigned.

3b. Operations and Logistics Support

- Assist with the logistical preparation and coordination of meetings, workshops, events and other organisational activities.
- Support arrangements for venues, meeting materials, refreshments, equipment and other logistical requirements.
- Assist with preparing checklists, schedules and other logistical documents.
- Support coordination with suppliers and service providers as directed.
- Assist with collecting quotations, invoices and supporting documentation in accordance with IPRAA procedures.
- Maintain organised records of operational and logistical activities.
- Support follow-up on outstanding operational requests and requirements.

3h. General Support

- Provide administrative and operational support to IPRAA staff as required.
- Assist with short-term assignments and organisational tasks.
- Support the implementation of internal administrative procedures.
- Identify practical ways of improving administrative efficiency and organisation.
- Work collaboratively with other IPRAA staff and support organisational activities as required.
- Undertake other reasonable duties assigned by the supervisor.

5. Required Qualifications and Experience

- Applicants must have **completed a Diploma, Undergraduate or Postgraduate qualification** in Business Administration, Public Administration, Management, Development Studies, Social Sciences, Office Administration, Operations Management or a related field.
- No previous professional experience is required.
- Experience in office administration, organisational support, community organisations, research institutions or NGOs will be an advantage.

- Applicants must provide a copy of their **education certificate for their completed qualification** as part of their application.

7. Core Competencies

- Organisation and time management
- Attention to detail
- Reliability and responsibility
- Good communication skills
- Teamwork and collaboration
- Initiative and willingness to learn
- Confidentiality and integrity
- Problem-solving
- Adaptability
- Professionalism

8. Language Requirements

- Good written and spoken **English** is required.

9. Key Deliverables

During the six-month internship, the intern will contribute to:

- Organised and up-to-date administrative records.
- Timely administrative and office support.
- Support for meetings, workshops and organisational events.
- Maintenance of administrative trackers and records.
- Support for office supplies and routine operational requirements.
- Proper filing and organisation of physical and electronic documents.
- Administrative and logistical support for IPRAA activities.
- Identification and implementation of practical improvements to administrative processes.

Specific deliverables will be agreed through the intern's work plan and may be adjusted according to IPRAA's operational needs.

10. Remuneration

The Intern Office Administration will receive a monthly internship stipend of **UGX 450,000 per month**.

11. Application

Interested applicants should submit the following:

- A current **CV**; and
- A copy of their **education certificate for their completed qualification**.

Applications should be submitted by email to **admin@ipraa.org** no later than **26 November 2026 at 5:00 PM**.

No applications received after the deadline will be considered.