

## CALL FOR APPLICATIONS – GRADUATE & INTERN PLACEMENTS

**Location:** Kampala & Regional Offices (North & East)

**Duration:** 3–6 Months

**Application Deadline:** Monday 22<sup>nd</sup> June 2026 at 5:00PM

Are you a third-year university student, or a recent graduate seeking practical work experience in a dynamic development organisation? ActionAid International Uganda (AAIU) invites applications for its Graduate & Internship Placement Programme, designed to provide hands-on experience, mentorship, and professional development while contributing to social justice, gender equality, and poverty eradication.

### Placement Areas

1. Human Resources & Administration
2. Communications
3. Procurement
4. Programmes
  - ✓ Women Rights
  - ✓ Governance
  - ✓ Climate Resilience
  - ✓ Monitoring Evaluation and Learning (MEL)
5. Finance

### Key Responsibilities

#### Depending on the placement area, interns will support:

- Day-to-day departmental operations and administrative processes
- Planning, implementation, and monitoring of programmes and projects, including field-level activities where applicable
- Data collection, entry, analysis, documentation, and reporting to support learning and decision-making
- Preparation of departmental reports, presentations, and knowledge products
- Coordination of meetings, events, and stakeholder engagements
- Support to procurement and supply chain processes in line with organisational policies
- Support financial processes such as documentation, budgeting, and basic financial tracking (where applicable)
- Contribute to communication and visibility activities, including content development and documentation of success stories
- Support human resource and administrative processes, including records management and coordination tasks
- Participate in monitoring, evaluation and learning (MEL) activities, including tracking progress against indicators
- Ensure adherence to organisational policies, including safeguarding, gender equality, and accountability principles
- Engage in continuous learning, mentorship, and professional development activities

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- Any other duties assigned by the supervising manager as part of the learning programme.

### Who Should Apply

Applicants Should:

- Be a second- or third-year university student or have completed a bachelor's degree within the last two years
- Demonstrate strong communication and interpersonal skills
- Possess analytical, organisational and problem-solving abilities
- Be proficient in Microsoft Office applications
- Show commitment to learning and ActionAid's values.

### Who We're Looking For:

- We are looking for enthusiastic, self-motivated, and committed students in second or third or year of university study, recent graduates who are eager to gain practical work experience and contribute to ActionAid International Uganda's work. Graduates should have completed a bachelor's degree within the last two years in a relevant field, including Human Resource Management, Business Administration, Procurement and Logistics Management, Development Studies, Social Sciences, Public Administration, Social Work and Social Administration, or related disciplines.
- Demonstrate strong communication and interpersonal skills.
- Possess good analytical, organisational, and problem-solving abilities.
- Be proficient in Microsoft Office applications.
- Demonstrate willingness to learn and work collaboratively in a diverse environment.
- A basic understanding of consent, safeguarding, copyright and accessibility (captions) is important, and interest in social justice or rights-based communication is an added advantage.

### What We Offer

- Structured mentorship and learning opportunities
- Meaningful hands-on experience
- A collaborative and inclusive working environment

### How to Apply

Submit ONE PDF document containing:

- Cover Letter
- Updated CV
- Certified academic documents (where applicable)

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Send applications by email to: [Vacancies.Uganda@actionaid.org](mailto:Vacancies.Uganda@actionaid.org) Addressed to: Human Resource Officer, ActionAid International Uganda, Plot 2514/2515 Ggaba Road, Kampala. Only shortlisted candidates will be contacted. ActionAid International Uganda is an equal opportunity employer committed to safeguarding and promoting inclusive and respectful workplaces.

### **About us:**

ActionAid is a global federation working for a world free from poverty and injustice. We want to see a just, fair and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression. We work to achieve social justice and gender equality, and to eradicate poverty. All our work is underpinned by a set of feminist leadership principles: Self-awareness, Self-care and caring for others, Dismantling bias, Inclusion, Sharing power, Responsible & transparent use of power, Accountable collaboration, Respectful feedback, Courage and Zero tolerance against discrimination and abuse of power. ActionAid International welcomes applications from all sections of the community and promotes diversity.

### **Our commitment to Safeguarding**

ActionAid is committed to recruiting candidates who promote ActionAid's SHEA and Safeguarding policies and values. ActionAid will only recruit candidates who are committed to SHEA and Safeguarding and ActionAid's values, thereby helping to create safer working cultures. As a deterrence measure ActionAid is also committed to deterring candidates who are intending to cause harm from joining ActionAid.