INTERNSHIP OPPORTUNITY

Administration Intern

Third Alternative invites applications from proactive, detail-oriented recent graduates who care about locally led change, done rigorously, for a six-month internship as an **Administration Intern**.

Position	Administration Intern
Organisation	Third Alternative
Duty station	Kigamboni, Dar es Salaam (office-based, with occasional travel to project sites)
Contract type	Full-time internship, six (6) months
Reports to	Chief Steward of Purpose
Number of posts	1
Monthly stipend	Provided
Application deadline	Friday, 13 November 2026, 5:00 PM EAT
Start Date	23th November 2026

ABOUT THIRD ALTERNATIVE

Third Alternative is a Tanzanian organisation based in Kigamboni, Dar es Salaam. We partner with governments, utilities and communities across Tanzania and the wider region to strengthen systems that perform, scale and last. Where most challenges are met with either the status quo or incremental reform, we work with communities to reframe problems and co-create a third option that is locally grounded and built to last.

Our work spans five connected areas: **Community Organizing**, **Enterprises & Livelihood**, **Resilience & Climate Action**, **Youth Leadership**, and **Systems & Policy**, with a strong focus on water and sanitation.

Our core value is **ethical excellence**: doing the right thing, the right way, every time. It shapes how we hire, how we report, and how we treat every community and partner we work with.

PURPOSE OF THE ROLE

The internship offers a recent graduate structured, hands-on experience in the operations of a values-driven development organisation. Working under the guidance of experienced staff, the Administration Intern will help keep Third Alternative's office running smoothly by supporting day-to-day administration, finance, human resources and logistics, so that programme teams can focus on delivery and the organisation meets its legal, donor and governance obligations. The intern will learn our way of working, built on four commitments: **listen first, build with communities, make it work, and prove it with evidence.**

KEY DUTIES AND RESPONSIBILITIES

1. Assist with day-to-day administrative support to the Chief Steward of Purpose and the team, including correspondence, scheduling, diary management and office supplies.
2. Help serve as the first point of contact for visitors, phone calls and emails, and direct enquiries to the right person.
3. Help organise meetings, workshops and events, including venues, catering, transport, invitations and participant lists, and take and circulate minutes.
4. Assist in arranging team travel and logistics, including bookings, per diems, vehicle schedules and travel records.
5. Assist with procurement, including obtaining quotations, preparing requisitions and purchase orders, and maintaining supplier records.
6. Support finance administration under supervision, including petty cash, payment vouchers, receipts and filing of supporting documents in line with financial and donor policies.
7. Assist in preparing records and documents for statutory and regulatory compliance, including tax returns (PAYE, withholding tax and SDL), NSSF contributions and licences with TRA and other authorities.
8. Support human resources administration, including personnel files, leave and attendance records, contracts and onboarding of new staff.
9. Help maintain an organised physical and electronic filing system, office asset register and inventory.
10. Support the organisation's digital platforms, including website updates, social media scheduling and basic design using Canva.
11. Perform any other related duties assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Recent graduate (completed within the last two years) with a Diploma or Bachelor's degree in Business Administration, Public Administration, Office Management, Human Resource Management, Accounting or a related field.
- No prior work experience is required; previous internship, volunteer or student leadership experience, especially with an NGO or development organisation, is an added advantage.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint), email and online tools such as Google Workspace or Microsoft Teams; experience with Canva and social media platforms is an advantage.
- Fluency in written and spoken English and Kiswahili.
- A valid driver's licence is an added advantage.
- Must be a Tanzanian citizen.

SKILLS AND ATTRIBUTES

- Genuine commitment to Third Alternative's mission and to community-led, locally owned change.
- Good organisational and time-management skills; able to manage several tasks at once and meet deadlines.
- Professional, courteous and confident when dealing with visitors, partners and government officials.
- Attention to detail and accuracy in records, documents and finances.
- Integrity, discretion and the ability to handle confidential information.

- Eager to learn, open to feedback, proactive and able to take initiative.

WHAT WE OFFER

- A monthly stipend to support transport and living costs during the internship.
- Structured mentorship and regular supervision from experienced staff, with clear learning goals agreed at the start of the internship.
- Hands-on experience in nonprofit operations and administration, working alongside national utilities, international partners and communities.
- A collaborative, values-driven team of strategists, entrepreneurs and social innovators, with room to learn and grow.
- A certificate of completion and a reference letter on successful completion of the internship.

HOW TO APPLY

Interested candidates should complete the online application form at https://ee.kobotoolbox.org/x/UbY2IbUR by Friday, 13 November 2026, 5:00 PM EAT. Late applications will not be considered.

For enquiries, contact info@thethirdalternatives.com

Only shortlisted candidates will be contacted. Third Alternative is an equal opportunity organisation; women and persons with disabilities are encouraged to apply. Any form of canvassing will lead to disqualification. Third Alternative does not charge any fee at any stage of the recruitment process.