



VACANCIES

The Eastern and Southern African Management Institute (ESAMI) is a leading provider of high-quality management training, research, and consultancy services worldwide. With a footprint in 52 countries in Africa and service outreach expanding to New Delhi, UAE, Istanbul, Kuala Lumpur and Singapore, the Institute is re-imagining and redefining the future workforce.

ESAMI seeks the services of a suitably qualified person to fill the following internship positions:

1. GRADUATE INTERNS, ESAMI Headquarters – Directorate of Research and Management Consultancy

About the Directorate of Research and Management Consultancy:

The Directorate of Research and Management Consultancy (DRMC) works in six research thematic areas, bringing together policy makers, researchers, academics and captains of industry. Partnerships with global think tanks, universities, research institutes, governments and development partners inform our ecosystem dynamics-shifting philosophy. DRMC hosts webinars, public lectures, scientific research and grant writing workshops and the ESAMI Global Research Colloquium. We solve the most complex challenges Governments, Development Partners and the Corporate world faces. We offer the Certified Consultant Programme, the Professional CEO Programme, facilitate Cabinet Retreats, Board Retreats, Board Mentorship Programmes and work with policy-architects for the Good of Tomorrow. We work at the ecosystem level, powered by the passion for research excellence and distinctiveness.

Position Summary:

DRMC offers Graduate Level Interns the opportunity to gain hands-on experience across our research and consultancy service lines. The Graduate Interns get real-world exposure and insights into how we operate across geographies, sectors, industries and disciplines. To support our growing portfolio, DRMC is seeking **two (02)** proactive, dynamic, data-centric, analytical and results-orientated **Graduate Interns**. The right candidates must demonstrate passion for and understanding of consultancy and/or research.

Working with established researchers and seasoned consultants from across

disciplines, the Graduate Interns will experience real-world exposure and insights into how we apply models to solve business problems, co-generate new knowledge through relentless questioning, challenge what we know and how it works, and remain on the edge of innovation. The Graduate Interns will work in a highly demanding and time-sensitive environment, be results-oriented while remaining calm and effectively manage internal and external communication.

Duties and Responsibilities:

- Research and identify potential consultancy assignments and research opportunities.
- Document, organize and regularly update ESAMI's consultancy and research experience.
- Manage databases for Consultants and Researchers and engage in preliminary fitness for purpose matching of team members earmarked for assignments.
- Manage pipeline of assignments in research and consultancy
- Provide analytics-based reports for DRMC
- Review CVs for consultants, faculty, and researchers, and align them to meet compliance thresholds
- Manage DRMC statistical database.
- Provide administrative support to post-doctoral fellows, researchers, consultants and administrators.
- Prepare consultancy and research reports, proposals, and presentations.
- Manage databases for ongoing projects and report on their status.
- Support the planning and coordination of workshops, public lectures, webinars, research colloquia and other DRMC related events.
- Assist with general administrative tasks to ensure smooth operations for the directorate.
- Perform any other duties as required by the Directorate to ensure smooth operations.

What you will Gain:

- Immersive experience that combines high-impact work, senior leadership engagement and structured mentorship across our diverse product and service portfolio.
- Skills to tackle real business challenges, contribute to innovative solutions and gain cross-sector exposure in one of the world's most dynamic business environments
- Practical experience in your field of study/interest.
- Mentorship and guidance from experienced professionals.

- Exposure to diverse industries and business functions.

Academic and Other Qualifications:

- A Master's degree with a Minimum GPA of 3.0 (or Equivalent) in Business Administration, Data Science, Research, or related field
- Bachelor's Degree (Honors) Degree in Business Administration, Management, Economics, Commerce, Data Science, Computer Science or a related field. *Only those with a First Class and Upper Second Class Honours will be considered.*
- A member of Professional body, in good standing
- One year working experience
- Previous internships or volunteer experience in a consultancy firm, research institution, or project management setting will be added advantage.

Skills and Competencies:

- Critical thinking
- Strong research/consulting skills
- Excellent analytical skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Power BI)
- Proficiency in statistical packages
- Ability to work as part of a team
- Excellent time management skills
- Attention to detail and ability to manage multiple tasks simultaneously.

Personal Attributes:

- Self-driven and eager to learn
- Interest in research and consultancy
- Strong interpersonal skills
- Strong organizational skills
- Ability to interact effectively with diverse teams and clients
- A proactive approach with a strong willingness to take on new tasks
- A positive attitude and the ability to handle challenges effectively
- Professionalism and respect for confidentiality
- Ability to work within strict timelines
- Strong results orientation (results-driven)

How to Apply:

Interested candidates are invited to submit the following:

1. Current CV or resume.
2. A cover letter outlining their interest in the position and how they meet the qualifications.
3. A copy of their academic certificates and transcripts.
4. Copies of other testimonials

Applications be submitted through email: jobs@esami-africa.org.

Only applications received through the above email will be considered

Closing Date: 19 September 2026