



## **Vacancy Announcement: Education Data Management Intern**

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), established by ten Vice Chancellors in 2004, is a consortium of universities in Africa. As of December 2025, membership stands at 175 universities in 40 countries. RUFORUM is registered as an International NGO (FORR78950) in Uganda and coordinated by a Secretariat hosted at Makerere University in Kampala. The organization evolved from its predecessor, the Forum on Agricultural Resource Husbandry (FORUM) program of the Rockefeller Foundation.

RUFORUM's current operations are anchored in its continental strategy, 'RUFORUM Vision 2030: The African Universities' Agenda for Agricultural Higher Education, Science, Technology, and Innovation (AHESTI).' Growing Africa's HAE sector will underpin agricultural transformation, a key development imperative for Africa's 56 countries, 40 of which host RUFORUM Member Universities. The Strategy frames an agenda for transforming Higher Agricultural Education, to develop requisite human capital, generate development solutions as well as unlock wealth and job opportunities.

RUFORUM focuses on four (4) Strategic areas designed to advance RUFORUM's mission while contributing to partners, country and regional development aspirations. These include: Skilling, Engagement for Community Development, SE4CD; Research Innovations and Development, RID; Strategic Partnerships; and Strategic Knowledge and Technology Management. Details of these are available on our [Website](#).

### **Positions**

The following post is immediately available in RUFORUM

#### **Education Data management Intern**

### **Terms and Conditions**

The positions are attractive and open only to nationals of countries where RUFORUM member universities operate (See [Map](#) showing RUFORUM Footprint). The Intern will be required for a period of six months.





Application Procedure:

Applications with detailed curriculum vitae (in pdf form), copies of certificates, transcripts, names of three referees and the applicant's Address; daytime telephone contact should be sent online to our E-mail with the subject: Appointments in RUFORUM followed by the Job title "*Appointments in RUFORUM: state the post you are applying for*". Details of the posts are available at RUFORUM blog: [click on this link](#)

Email address: [jobs@ruforum.org](mailto:jobs@ruforum.org)

Any form of canvassing will lead to disqualification. Only short-listed applicants will be contacted.

Closing date: 1<sup>st</sup> May 2026.





## Education and Data Management Intern

<b>Role Designation:</b>	Education Data Management Intern
<b>Unit:</b>	SE4CD
<b>Flagship</b>	TAGDev 2.0 Programme
<b>Contributing to:</b>	RUFORUM Programs
<b>Reports to:</b>	PO Education Access, Skilling and Training

### **Position Objective** *(Summary of placement in the function and broad responsibilities)*

The Education and Data Management Intern will provide structured education, data, documentation, and routine administrative support for TAGDev scholarship recruitment and the coordination of RUFORUM short-term capacity-building initiatives for Higher Education. Working under the close supervision of the Programme Officer, Education Access, Skilling and Training, the intern will support to maintain accurate trackers and records, support inquiry handling, organize applicant and student documentation, and prepare first drafts of routine correspondence and reporting inputs. The role is intended to support responsible officers with program management, while the intern will achieve practical experience, and build professional capacity in program activities

### **Duties and Responsibilities** *(Functional statements defining the responsibilities and objectives) Position overview*

<b>Purpose</b>	<b>Key JDs</b>	<p><b>1. Scholarship recruitment and applicant communication support</b></p> <ul style="list-style-type: none"> <li>○ Maintain inquiry trackers for scholarship and programme-related enquiries; acknowledge routine enquiries using approved messages, FAQs, and templates, and escalate sensitive matters to the responsible officer.</li> <li>○ Prepare and update application, shortlisting, validation, communication, orientation, and follow-up trackers; reconcile submissions received from universities and flag missing, inconsistent, or late records for review.</li> <li>○ Prepare first drafts of award letters, decline letters, routine email responses, mailing lists, attendance sheets, and other standardized communication packs for officer review and authorization.</li> <li>○ Support scheduling and documentation of information-sharing sessions, interviews, validation logistics, committee meetings and minutes, and orientation activities, including participant lists and action points and their follow-up.</li> <li>○ File and retrieve application forms, validation records, signed correspondence, consent forms, and related documentation in line with approved naming, filing, and archiving conventions.</li> </ul> <p><b>2. Student data, records, and routine analysis support</b></p> <ul style="list-style-type: none"> <li>○ Update and maintain approved databases and trackers for students, alumni, mentorship engagements, industry placements, training participation, and related education support activities.</li> <li>○ Clean, code, consolidate, and verify routine datasets; prepare simple descriptive tables, summaries, dashboards, and monthly support notes for use by the supervisor and the MEL function.</li> <li>○ Support basic data quality checks, version control, and maintenance of data dictionaries, contact lists, and evidence folders to strengthen consistency, transparency, and audit readiness.</li> </ul>
<b>Purpose</b>		





Delivery	Timelines and Quality	<ul style="list-style-type: none"> <li>○ Compile routine follow-up information on student progression, training attendance, mentorship, and placement-related activities without taking over analytical interpretation or decision-making functions.</li> </ul> <p><b>3. Support coordination of short-term capacity building initiatives for Higher Education</b></p> <ul style="list-style-type: none"> <li>○ Maintain project documentation libraries, partner contact lists, calendars, action trackers, meeting minutes, and deliverable evidence folders for assigned Capacity Building in Higher Education (CBHE) projects.</li> <li>○ Compile supporting annexes and standardized inputs for periodic narrative and administrative reports, including attendance lists, activity summaries, correspondence logs, dissemination records, and follow-up matrices, for officer review.</li> <li>○ Support routine coordination of CBHE project meetings and minutes, trainings, workshops, and dissemination events, including scheduling, participant communication, records management, and post-activity documentation.</li> <li>○ Track receipt of partner submissions and maintain orderly filing of documents required for implementation, monitoring, and reporting.</li> </ul> <p><b>4. Undertake any other related support duties assigned by the supervisor, provided they remain within the scope of an internship and do not replace the accountability of responsible officers.</b></p> <ul style="list-style-type: none"> <li>○ Provide administrative and clerical support to the SE4CD program unit</li> <li>○ Provide operational and facility duties support to the program unit team</li> <li>○ Provide special and ad-hoc assignments support from time to time</li> <li>○ Any other tasks that may be assigned by the Supervisor and/or Manager</li> </ul>
	Timelines and Quality	<ul style="list-style-type: none"> <li>● <b>Timeliness and Responsiveness:</b> Submit reports and assigned tasks within agreed timelines, while maintaining proactive communication and openness to feedback.</li> <li>● <b>Quality and Accuracy of Work:</b> Ensure data tools are well-designed, documentation is complete and accurate, and analysis outputs are clear and actionable.</li> <li>● <b>Standards and Alignment:</b> Deliverables must demonstrate attention to detail, align with SE4CD programme goals, and meet RUFORUM’s standards for evidence-based reporting and accountability.</li> </ul>

**Requirements** (*Eligibility, Education, experience, technical competencies required of the job*)

- The intern should be a recent graduate with a Master’s degree in education (curriculum studies, education development, higher education, leadership and governance with strong computational background), statistics, data science, quantitative economics, actuarial sciences, agribusiness or agricultural economics.
- Undergraduates from similar programmes can apply but must have at least 2 years demonstrated experience in statistical analysis, data management, and econometric modeling.

