

JOB ADVERT

Research & M&E Intern

REPORTING TO:

IMM Manager

JOB LOCATION:

Rosebank, Johannesburg

EMPLOYMENT STATUS:

Internship (12 months – Fixed Term Contract)

START DATE:

01 July 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The Research & M&E Intern will support the Impact Measurement & Management team in data collection, entry, and basic analysis across various programmes, including health services supported by clinic software systems. The intern will also be introduced to key tools and processes that help the organisation measure its impact and improve programme delivery.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:

- Assist with data collection from programme activities and health clinics
- Capture and clean data using spreadsheets and online tools
- Support the coordination of surveys, interviews, and focus group discussions
- Update project tracking systems such as **Monday.com**
- Learn to use and extract information from the clinic management software **EMD**
- Assist in preparing basic reports, summaries, and data presentations
- Maintain organised records and ensure proper file management
- Attend departmental meetings, contribute to team discussions, and complete assigned learning tasks

KNOWLEDGE & COMPETENCIES

Education

- Currently studying (Part-time) or recently completed a qualification in M&E, Statistics, Social Sciences or a related field.

Experience

- No prior professional experience required
- Have never held a full-time position before and preferably have not participated on a learnership or internship before.
- Basic knowledge of data collection tools

Key Skills and Competencies

- **Eagerness to learn** – A genuine interest in research, data, and community development
- **Basic digital literacy** – Ability to work with Microsoft Excel or Google Sheets; willingness to learn new systems such as Monday.com and EMD
- **Attention to detail** – Careful and accurate when handling data
- **Communication skills** – Able to listen, ask questions, and express ideas clearly
- **Teamwork** – Works well with others and values collaboration
- **Time management** – Able to follow deadlines and stay organised
- **Professionalism** – Shows responsibility, respect, and a willingness to take initiative

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 14 May 2026