



## DATA MANAGEMENT INTERN

**Job Title:** Data management intern

**Organization:** Honeyguide Foundation

**Department:** Programs Service Department

**Duration:** 3 months, with possibility of extension

**Location:** Southern WMA's and sometime at Head office Arusha.

**Reports to:** Southern portfolio coordinator

**Job Summary:** The Data management intern will support the Monitoring and Evaluation of officers to collect, analyze and produce field reports for Honeyguide Foundation and partners. This will involve working closely with the team working in the field with southern portfolio coordinator, department coordinators and M&E officers to ensure all organization data are accessible, reliable and available on time per project's requirements.

### Responsibilities:

- Assist M&E officer in overseeing data collection activities in assigned areas.
- Ensure accurate and timely entry of field data into databases or data management systems.
- Support in organizing, maintaining databases and ensuring data integrity.
- Collaborating with field teams to troubleshoot data collection issues and provide technical support.
- Analysis and interpretation of data using Microsoft Excel and other relevant software.
- Contribute to the preparation of reports and presentations based on analyzed data.
- Provide support in training field staff on data collection protocols and tools.
- Maintain documentation and records related to data collection and management activities.
- Application of Spatial Monitoring and Reporting Tool software (SMART), Open Data Kit/KOBO Collect for data collection, analysis and Reporting.
- Perform other duties as assigned by M&E officers to support the organization objectives.



### **Qualifications:**

- Bachelor's degree or diploma equivalent experience in a relevant field (e.g., Environmental Science, Biology, Geography, Data Science, statistics).
- Competence in Microsoft Office application especially Excel, for data entry, analysis, and data visualization.
- Familiarity with Spatial Monitoring and Reporting Tool software (SMART) is highly desirable.
- Experience with Open Data Kit/KOBO Collect forms
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Passion for conservation and wildlife management.
- Flexibility with capability to work in remote areas especially in WMA's
- Knowledge on GIS software (QGIS or ARCGIS) will be an added advantage

### **Benefits:**

- Opportunity to gain hands-on experience in conservation data management.
- Exposure to cutting-edge tools and software used in wildlife monitoring and management.
- Contribution to meaningful conservation initiatives within Community Wildlife Management Areas.

### **How to Apply:**

Interested candidates are invited to submit a cover letter and resume/CV to [intern@honeyguide.org](mailto:intern@honeyguide.org) by **Tuesday, 20th August 2024**. You must put in the subject line "**Data management intern**". Only shortlisted candidates will be contacted for an interview.

Honeyguide Foundations is an equal-opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.

Join our dynamic team and make a meaningful impact on the lives of individuals and communities. Together, we can create positive change and build a more inclusive and resilient society