



Rwanda: Nyamata, Bugesera District | Uganda: Plot 14 Tabingwa Road, Jinja District
Kenya: Kisumu Road, Busia County | info@earthenable.org | www.earthenable.org

INTERNSHIP DESCRIPTION

Job Title:	Systems Intern (will become a full-time role for successful interns)
Company:	EarthEnable
Reports to:	Senior Systems Manager
Location:	Kigali, Rwanda, or Jinja, Uganda
Positions Available:	2 in Rwanda and 1 in Uganda
Internship Stipend:	RWF 130K net in Rwanda and UGX 400K net in Uganda
How to Apply:	Apply via this link .

About EarthEnable: EarthEnable (Tube Heza) is transforming how people live by making homes healthier for families across rural Rwanda and helping to reduce the polluting impact of the building industry on the environment. 80% of Rwandans live in homes with dirt floors that are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g., reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it and is a huge contributor to global pollution.

To counter the environmental and affordability issues surrounding concrete, EarthEnable has spent the past 8+ years developing and selling high-quality, earthen floors and plasters that are 80% cheaper than concrete with 90% less embodied energy. Our next step is a collaborative research project to identify more potential innovations in low-carbon buildings.

About the Role: The Systems Intern will work collaboratively with our systems team in Rwanda. This role offers exposure to a wide range of systems activities and provides experience in tasks such as analyzing and cleaning large datasets, providing IT support and training to employees, and developing IT tools to improve our business processes. The ideal candidate is a quick learner, a self-starter, comfortable working with computers, and interested in growing into a managerial role.

Key Responsibilities:

- Handle basic administrative functions including user account maintenance, report generation, dashboard creation, and other routine tasks.
- Look for data entry errors in our system, and follow guidelines to resolve data entry errors in the Salesforce.com environment.



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- Travel to districts across Rwanda to clean data, train new employees, and complete other systems tasks.
- Learn and manipulate other IT tools used by EarthEnable including Formyoula, Kpay, Excel, etc.

Must-Have Qualifications:

- Diploma or Bachelor's degree in Computer Science, IT, or a related field (or on path to earn Bachelor's degree).
- Strong computer skills (MS Office, advanced Excel, SQL) and ability to quickly learn new programs.
- Fluency in English and ability to communicate in the local language.
- Strong written and verbal communication skills.
- Positive attitude, self-starter, entrepreneurial spirit, and sense of humor.
- Analytical skills, outstanding work ethic, and attention to detail.
- Resourcefulness and creative problem-solving abilities.
- Ability to work independently and manage multiple priorities.

Nice-to-Have Qualifications:

- Prior knowledge of Salesforce or an equivalent CRM platform.
- Experience in data analysis and manipulation.
- Familiarity with IT tools such as Formyoula and Kpay.
- Experience in training employees on IT systems and tools.
- Previous experience in a similar role in a non-profit or social enterprise.

Key Performance Indicators (KPIs):

- Accuracy of data entry and resolution of errors in Salesforce.
- Successful completion of district-level data cleaning and employee training tasks.
- Proficiency in using and manipulating other IT tools.