



Job Description

1. Job Particulars:	
Job Title: Graduate Intern	Department: Participation and Development
Reporting Line: allocated mentors	Travel: Occasionally required
Fixed Term Contract (12 months)	Number of Interns: 1
2. Purpose of Job:	
To provide graduates with an opportunity to acquire practical work experience and exposure to workplace practices through mentorship, coaching and assisting within the relevant department.	
3. Duties graduates will gain exposure to and provide assistance with:	
<ul style="list-style-type: none"> • Support Data Integrity and Management Across Development and Programmes <ul style="list-style-type: none"> - Assist in maintaining and updating SA Rugby's centralised database, ensuring accuracy and consistency of data related to community rugby, youth weeks, EPD camps (boys and girls), training and education programmes, and transformation initiatives. - This includes validating incoming data, identifying discrepancies, and applying corrective measures under supervision. • Assist in Data Capture, Analysis, and Interpretation for Strategic Reporting <ul style="list-style-type: none"> - Contribute to the collection and organisation of programme-related data, including player demographics, participation metrics, and training outcomes. - Use basic analytical tools to generate insights that support departmental reporting, monitoring, and evaluation processes. • Contribute to the Development of Data-Driven Insights for Policy and Planning <ul style="list-style-type: none"> - Support the team in interpreting data trends to inform strategic decisions and policy development. - This includes preparing visual summaries, dashboards, and briefing notes that reflect the footprint and impact of SA Rugby's development initiatives across regions and demographics 	
4. Experience & Expertise (Typical educational qualifications & experience)	
Educational background <ul style="list-style-type: none"> • Bachelor's Degree or 3-year Diploma in Data Management, Data Science, Research, or equivalent relevant qualification 	

Experience (years and nature)
<ul style="list-style-type: none">• No prior work experience is required• Basic understanding of Rugby would be advantageous• No systems experience required
5. Key Competencies
<ul style="list-style-type: none">• Initiative & Willingness to learn• Attention to detail• Computer Literacy (MS Word, MS Excel, MS PowerPoint)• Data systems – intermediate level• Planning, organising and coordination skills• Problem solving skills• Communication skills