

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT REPRODUCTIVE
HEALTH UGANDA, KAMPALA CITY.**

KASEMBEZA ALUMANSI

BU/UP/2024/5029

2024/2025

**A FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES, DEPARTMENT OF ECONOMICS AND
MANAGEMENT IN PARTIAL FULFILLMENT OF THE
AWARD OF DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT OF
BUSITEMA
UNIVERSITY**

JULY 2025

DECLARATION

DECLARATION

I, **KASEMBEZA ALUMANSI** do declare that I have written this internship report and has been compiled and produced out of my personal exposure and findings with Reproductive Health Uganda (RHU). And I am sure this report has never been submitted to any institution of higher learning for the award of Diploma in Records and Information Management.

Signature *K.A.*.....

KASEMBEZA ALUMANSI.

Date *5th / 09 / 2025*.....

APPROVAL

APPROVAL

This is to clarify that **KASEMBEZA ALUMANSI** of Registration **BU/UP/2024/5029** student of Busitema University was attached to Reproductive Health Uganda and has successfully completed a two months and two weeks industrial training. We have carefully read the content of this report and we recommend this report be submitted to Busitema University for assessment and award of marks.

Signature *PP J. Sekulima* Talent Family

MR. SEKULIMA HAKIM.

(Field supervisor)

Date..... *25th / Aug / 2025*



Signature..... *W. Wampande*

MR. WAMPANDE JAWALIE.

(Academic supervisor)

Date..... *05/9/2025*

ACKNOWLEDGEMENTS

Great thanks and appreciation goes to the Almighty GOD who enabled me to complete all my field activities well as much as some challenges came my way.

I wish to express my appreciation to my parents **Mr. Igunda Ismail** and Mrs. **Kizza Fatuma** who supported me financially during my internship training.

My gratitude goes to my field supervisor **Mr. Sekulima Hakim** who endured long hours of concerted effort in ensuring that my internship training yields much to me.

I extend my appreciations to staff of Reproductive Health Uganda that gave me a chance to do Internship with them, particularly the department of Records and information whom I closely worked with.

I am great full to the university supervisor **Mr. Wampande Jawalie** for having helped me in the Supervision and guidance during the period of internship.

I would also like to extend my sincere gratitude to my Course mates at Busitema University, Faculty of management sciences for their tireless guidance and combined efforts they showed during my report writing more especially **BARASA JERRY**, my course coordinator DRIM class.

Finally, It is Impracticable to thank everybody by name but I'm indebted to all persons I have not mentioned from whose hands I received support. I am grateful to all of you in your capacities for the support of all kind I received towards the end of this internship.

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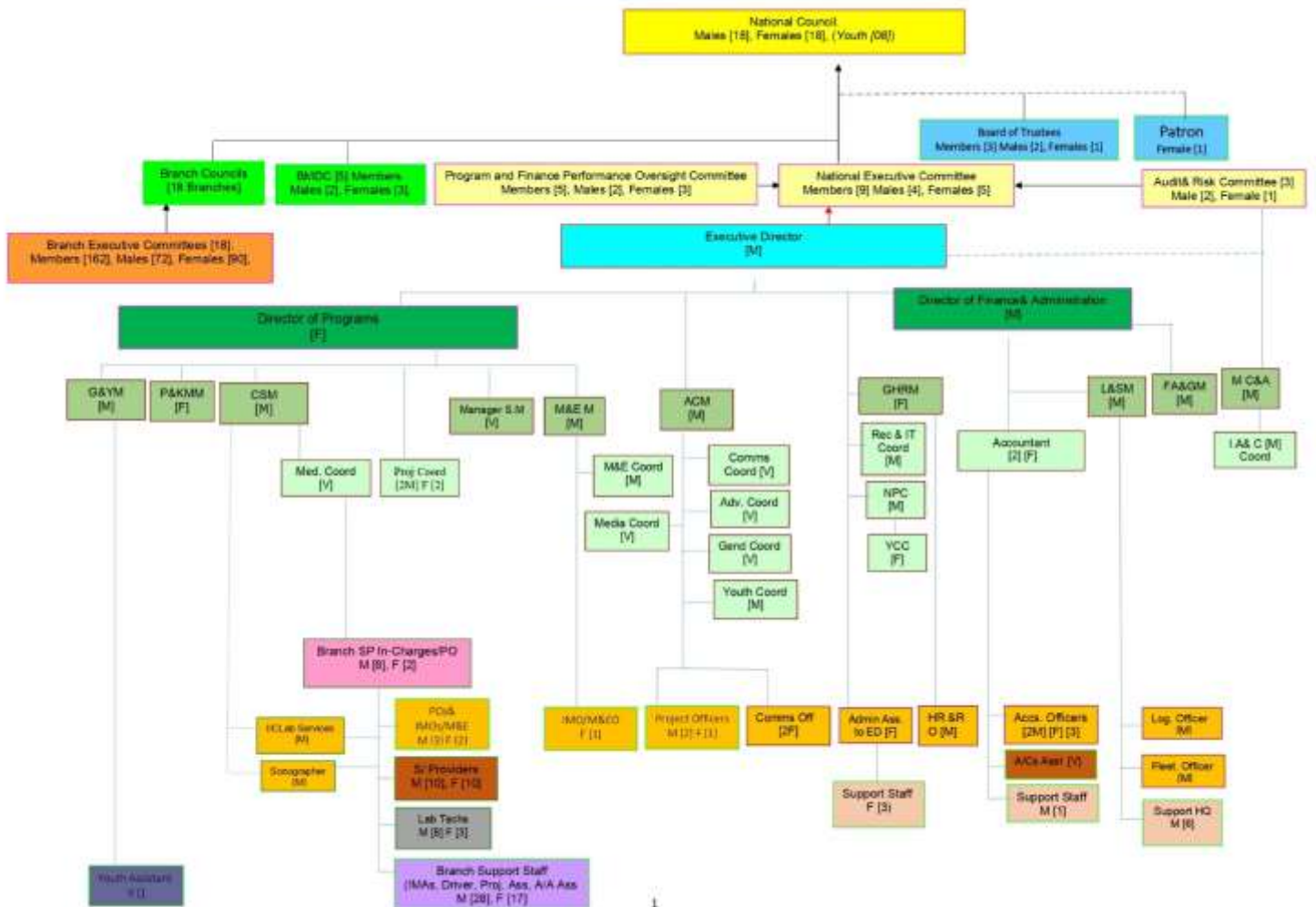
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RHU ORGANOGAM



LIST OF ACRONYMS

RHU	Reproductive Health Uganda
GHRM	Governance and Human Resource Manager
G&YM	Gender and Youth Manager
MSM	Manager Safe Motherhood
CSM	Clinic Services Manager
ACM	Advocacy and Communications Manager
M&E M	Monitoring and Evaluation Manager
M C&A	Manager Compliance and Audit
NPC	National Project Coordinator
L&SM	Logistics and Supplies Manager
IMO	Information management Officer
IMA	Information Management Assistant.
I/C Lab	In-Charge Laboratory Services
P.O	Project Officer
YCC	Youth Country Coordinator
A/A Ass	Accounts and Administrative Assistant.
DRIM	Diploma in Records and Information Management
SRHR	Sexual Reproductive Health and Rights
IT	Information Technology.

EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted at Reproductive Health Uganda for a period of eight weeks from June to July, 2025. The report covers four sections, where section one gives location and description of the field attachment, objectives of the field attachment, structure of the organization, tasks carried out by the place of attachment.

Section two contains the description of work carried out, duties and responsibilities assigned and how they were carried out, which include filling, cataloguing and organizing physical records, assisted in performing digitization functions, cleaning offices and many more, new knowledge and skills gained, relationship with other staff and supervisor and problems experienced and how they were handled.

Section three gives the conclusion on a brief summary of knowledge gained as outlined in the objectives and Section four contains the recommendations.

The report also has references and appendices. While undertaking internship, the techniques and methods I used to gather information and attain skills most especially concerning my specialty were actively involving me in the day to day work of the organization.

The internship challenges included long working hours, limited time for mentorship by internal supervisor, delayed feedback from university supervisors, and inadequate space for intern.

In conclusion, this report has been thoroughly developed from the knowledge, skills, ideas and experiences gained as a result of close supervision from my competent supervisors.

SECTION ONE

INTRODUCTION

Location and Description of Reproductive Health Uganda.

a) Location of the place of field attachment

This section covers the location and description of place of field attachment, objectives of the field attachment, structure of the organization, Tasks carried out by the place attached

RHU head offices are positioned in the central region of Uganda in Kampala capital city. Its headquarters are just adjacent to the Uganda Museum. It is positioned 350 meters away from the Uganda Museum via Kira Road, 950 meters from Mulago National Referral Hospital, and 850 meters away from Kitante Hill Secondary School via Kira Road.

b) Description of Reproductive Health Uganda.

RHU is an indigenous, youth-centered, non-governmental organization that pioneered sexual reproductive health and rights (SRHR) programming in Uganda, founded in 1957. It's an advocacy, capacity-building, information and service delivery organization. It has long-standing experience and expertise in providing integrated sexual reproductive health and rights information and services. RHU is affiliated with the world's largest sexual reproductive health organization, the International Planned Parenthood Federation (IPPF). RHU exists to improve the quality of life of individuals' especially young people, women, girls, the poor and the vulnerable. They do this through:

- Advocating for respecting and honoring SRH rights.
- Promoting gender equality and equity.
- Implementing integrated SRHR interventions.
- Delivering integrated SRHR information and services. ETC.....,

RHU's VISION is; A Uganda where everyone's SRHR are protected and fulfilled.

MISSION: To champion and sustainably provide capacity building, research evidence, high quality rights-based SRHR information and services, with a special focus on young people.

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