



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Data Management & Reporting Intern
REPORTING TO	Data Analytics Officer
DEPARTMENT/UNIT	Corporate Monitoring, Evaluation and Learning (C-MEL)
DURATION OF CONTRACT	6 Months
DUTY STATION	Nairobi, Kenya

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The Data Management & Reporting Intern will support the organization's data processes, ensuring all required data is available for analytics and reporting. The role also involves maintaining data quality assurance (DQA) processes, supporting data visualization needs, and contributing to the improvement of Monitoring, Evaluation, and Learning (MEL) systems.

### DUTIES AND RESPONSIBILITIES

#### 1. MEL Data Processes in AIMS & Qlik [50%]

- Support the process of fetching, sorting, ordering, and organizing data as required for both regular and ad hoc reports.
- Participate in discussions with users to gather data visualization requirements, ensuring clear communication and tracking of specific assignments.
- Monitor progress until visualization tasks are completed and thoroughly tested for accuracy and usability.
- Assist in testing data matches and logic for new or updated dashboard solutions, ensuring that the data presented aligns with the organization's reporting needs and standards.

## 2. Data Quality Assurance (DQA) Processes [50%]

- Conduct and execute DQA validation checks inbuilt in AIMS and Qlik systems, ensuring that data is accurate and reliable for reporting.
- Update the DQA issue log biweekly, providing key insights and follow-up actions for Corporate MEL focal points.
- Track DQA performance regularly through Qlik, identifying country-specific design and monitoring gaps.
- Present these gaps in MEL meetings to ensure timely action and program improvement.
- Support the documentation of areas for improvement within DQA workflows and visualizations to enhance user experience and streamline processes.
- Actively participate in Routine Data Quality Audits (RDQA) in collaboration with various implementing offices, supporting data validation and the integrity of monitoring processes.

## EDUCATION, EXPERIENCE AND ABILITIES

### Education and Experience

- Bachelor's degree in Statistics, Data Analytics, IT, Social Sciences, Public Health, or related fields
- Not more than 1 year of experience in a similar/related field.

### Knowledge, Skills and Competencies

- Ability to engage effectively with country office focal persons, fostering teamwork and open dialogue to achieve common goals.
- Demonstrate strong facilitation skills that promote inclusive participation.
- Capable of working independently, exhibiting self-motivation and a proactive attitude toward assigned tasks.
- Upholds high standards of integrity, honesty, and ethical behavior in all interactions and responsibilities.

## HOW TO APPLY

Interested? Please visit our website <https://amref.org/careers> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **October 30<sup>th</sup> 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*