enjuba
See the World Differently

JOB DESCRIPTION: DATA ANALYST

Job Title	Data Analyst
Department	Programmes and Impact
Reports to	Senior Manager Impact & Programs
Duty Station	enjuba, Uganda
Employment Type	To be determined

1. Background

enjuba is an education-focused organisation working to improve foundational learning outcomes for children in Uganda through Teacher Coaching, Books and Structured Curriculum. enjuba uses programme data to monitor implementation, assess progress, measure impact and inform decisions on programme improvement and scale.

2. Job Purpose

The Data Analyst is responsible for collecting, cleaning, validating, analyzing and interpreting data to generate reliable insights on programme implementation, learner outcomes, teacher performance and organizational performance. The role supports the development of dashboards, reports and data systems that enable teams to track progress against targets, identify gaps and make informed decisions.

3. Key Responsibilities

A. Data Management and Quality Assurance

- Collect, consolidate, organize and maintain programme and operational datasets.
- Clean and validate data to identify errors, duplicates, missing information and inconsistencies.
- Conduct routine data quality checks and work with relevant teams to resolve identified issues.
- Establish and maintain standard data management procedures, templates and documentation.
- Ensure that datasets are accurate, complete, consistent and updated within agreed timelines.
- Maintain secure and well-organised data records in accordance with organisational data protection requirements.

B. Data Analysis and Interpretation

- Analyse quantitative data to identify trends, patterns, performance gaps and changes over time.
- Analyse learner assessment results to assess progress in literacy, numeracy and other relevant learning outcomes.
- Analyse teacher coaching and training data to assess participation, implementation and progress against programme objectives.
- Compare actual performance against programme targets and identify areas requiring attention.
- Conduct comparative and trend analyses across schools, districts, programmes and reporting periods.

- Translate analytical findings into practical recommendations for programme improvement and decision-making.

C. Dashboards and Reporting
- Develop and maintain dashboards that track programme performance and key indicators.
- Prepare regular data reports, visualizations and presentations for management and programme teams.
- Support the preparation of donor reports, programme reviews, organisational performance reports and other evidence-based publications.
- Present findings in clear and accessible formats for both technical and non-technical audiences.
- Ensure consistency between source data, dashboards and reported figures.
- Respond to approved requests for data and analysis within agreed timelines.

D. Monitoring, Evaluation and Learning Support
- Work with the MEAL and Coaching Coordinators to define, monitor and report on programme indicators.
- Support the development and maintenance of data collection tools, reporting templates and indicator tracking systems.
- Analyze baseline, midline, endline and other assessment data to measure progress towards programme outcomes.
- Support the assessment of programme effectiveness by analyzing outputs, outcomes and relevant contextual factors.
- Identify data gaps and recommend improvements to data collection and reporting processes.
- Support the documentation and sharing of lessons learned to inform programme design and implementation.

E. Data Systems and Process Improvement
- Support the effective use of digital data collection, storage and analysis tools.
- Review existing data processes and recommend improvements to increase efficiency, accuracy, and accessibility.
- Automate routine data processing, analysis, and reporting tasks where feasible.
- Maintain clear documentation of data sources, definitions, calculations, and analytical methods.
- Train and support relevant staff in data entry, data quality, reporting tools, and interpretation of findings.

F. Data Protection and Integrity
- Maintain confidentiality and ensure the responsible handling of organisational, school, teacher, and learner data.
- Apply appropriate access controls and data protection procedures.
- Ensure that data is used only for authorised purposes and that sensitive learner information is appropriately protected.
- Report data quality concerns, inconsistencies, or potential breaches through the appropriate organisational channels.

4. Key Performance Indicators
- Data accuracy and completeness: Percentage of reviewed datasets meeting established data quality standards.
- Timeliness of reporting: Percentage of assigned reports and analytical outputs submitted within agreed deadlines.

- Data quality resolution: Percentage of identified data quality issues resolved within agreed timelines.
- Dashboard maintenance: Availability, accuracy, and timely updating of required performance dashboards.
- Analytical output: Quality, accuracy, and usefulness of analyses and recommendations provided to programme teams and management.
- Programme monitoring: Timely availability of reliable data for tracking programme indicators and performance against targets.
- Process improvement: Implementation of approved improvements to data management, analysis, and reporting processes.
- Data protection: Compliance with organisational data protection and confidentiality requirements.

Specific targets will be agreed upon with the line manager at the beginning of the performance period.

5. Qualifications and Experience

Minimum Qualifications

- A Bachelor's degree in Statistics, Data Science, Mathematics, Economics, Computer Science, Information Technology, Monitoring and Evaluation, or another relevant quantitative field.
- At least two years of relevant experience in data analysis, data management, research, or monitoring and evaluation.
- Demonstrated proficiency in Microsoft Excel or Google Sheets, including advanced formulas, pivot tables, data cleaning, and analysis.
- Experience developing dashboards and visualisations using Power BI, Tableau, or a comparable tool.
- Demonstrated ability to analyse datasets, interpret findings, and prepare clear analytical reports.

Added Advantage

- Experience working with education programmes, NGOs, or social impact organisations.
- Experience analysing learner assessment results, school performance, teacher coaching, or programme impact data.
- Knowledge of SQL, Python, or R.
- Experience using digital data collection platforms such as KoboToolbox or ODK.
- Familiarity with monitoring, evaluation, accountability, and learning frameworks.

6. Core Competencies

- Analytical thinking: Ability to examine data critically, identify patterns, and draw sound conclusions.
- Attention to detail: High standards of accuracy and consistency when handling data.
- Problem-solving: Ability to identify data challenges and recommend practical solutions.
- Communication: Ability to explain findings clearly and present evidence in an accessible manner.
- Integrity and confidentiality: Responsible handling of sensitive information and commitment to data accuracy.
- Planning and organisation: Ability to manage multiple assignments and meet reporting deadlines.

- Collaboration: Ability to work effectively with programme, coaching, finance, and operations teams.
- Continuous improvement: Willingness to improve analytical methods, reporting processes, and data systems.