enjuba
See the World Differently

Job Title	Data Analyst
Department	Programs and Impact
Reports to	Director, Fundraising and Partnerships
Duty Station	enjuba HQ, Kasangati, Uganda
Employment Type	Full Time
Organisation	enjuba – Teaching Ugandan Children to Read, Count and Thrive

1. Background

enjuba is an education non-profit focused on teaching Ugandan children to read and count so they can thrive in school and life. We equip rural public and community schools with a structured early childhood curriculum, ongoing teacher coaching for continuous improvement, and culturally relevant books through grain-sack libraries so children have access to books in their classrooms. We also run the National Spelling Bee and support community libraries.

Our goal is that 80% of Ugandan children are able to read, count and flourish by 2030. enjuba uses program data rigorously to monitor implementation, assess progress against learning outcomes, measure impact, and inform decisions on program improvement and scale. High-quality data is central to demonstrating results to partners, donors and communities, and to ensuring every child benefits from evidence-based support.

2. Job Purpose

The Data Analyst is responsible for cleaning, validating, analyzing and interpreting data to generate reliable insights on program implementation, learner outcomes (literacy, numeracy and school readiness), teacher performance, and overall organizational performance. The role supports the development and maintenance of dashboards, reports and data systems that enable teams to track progress against targets, identify gaps, and make informed decisions that improve the quality and reach of enjuba's early childhood and literacy programs.

3. Key Responsibilities

A. Data Management and Quality Assurance

- Collect, consolidate, organize and maintain program and operational datasets covering learner assessments, teacher coaching, book distribution, library usage, attendance and parent engagement.
- Clean and validate data to identify errors, duplicates, missing information and inconsistencies.
- Conduct routine data quality checks and work with program and coaching teams to resolve identified issues promptly.
- Establish and maintain standard data management procedures, templates, data dictionaries and documentation.
- Ensure datasets are accurate, complete, consistent and updated within agreed timelines.
- Maintain secure and well-organized data records in accordance with organizational data protection and child safeguarding requirements.

B. Data Analysis and Interpretation

- Analyze data to identify trends, patterns, performance gaps and changes over time across schools, districts and reporting periods.
- Analyze learner assessment results to assess progress in literacy, numeracy and other foundational learning outcomes critical to enjuba's mission.

- Analyze teacher coaching and training data to assess participation, implementation fidelity and progress against program objectives.
- Conduct comparative and trend analyses to highlight high-performing and under-performing sites and inform resource allocation.
- Translate analytical findings into practical, actionable recommendations for program improvement, teacher support and decision-making.
- Use historical patterns to generate simple predictive insights that help the organization anticipate needs and plan effectively.

C. Dashboards and Reporting

- Develop and maintain clear, accurate dashboards that track program performance and key indicators (learning outcomes, coaching coverage, book reach, school completion rates).
- Prepare regular data reports, visualizations and presentations for management, program teams and partners.
- Support the preparation of donor reports, program reviews, organizational performance reports and evidence-based publications.
- Present findings in clear and accessible formats suitable 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 MEAL and Coaching Coordinators to define, monitor and report on program indicators aligned with enjuba's theory of change and 2030 goal.
- 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 program outcomes.
- Support the assessment of program 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 program design, teacher coaching and scale decisions.

E. Data Systems and Process Improvement

- Support the effective use of digital data collection, storage and analysis tools appropriate for field conditions in rural Uganda.
- 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 (including field and coaching teams) in data entry, data quality, reporting tools and interpretation of findings.

F. Data Protection and Integrity

- Maintain confidentiality and ensure the responsible handling of organizational, school, teacher and learner data.
- Apply appropriate access controls and data protection procedures in line with organizational policy and child safeguarding standards.

- Ensure that data is used only for authorized purposes and that sensitive learner information is appropriately protected.
- Report data quality concerns, inconsistencies or potential breaches through the appropriate organizational channels.

4. Key Performance Indicators

Performance will be assessed against the following indicators. Specific percentage targets will be confirmed with the line manager at the start of each performance period and may be adjusted based on organizational priorities and baseline performance.

KPI Area	Indicator & Expected Output	Target
Data Accuracy & Completeness	Percentage of reviewed datasets that meet established data quality standards (accuracy, completeness, consistency).	**≥ 95%**
Timeliness of Reporting	Percentage of assigned reports, dashboards and analytical outputs submitted within agreed deadlines.	**≥ 95%**
Data Quality Resolution	Percentage of identified data quality issues resolved within agreed timelines (typically 5–7 working days).	**≥ 90%**
Dashboard Maintenance	Availability, accuracy and timely updating of required performance dashboards (learning outcomes, coaching, reach).	**100% uptime; updates within 3 working days of data close**
Analytical Output Quality	Quality, accuracy and usefulness of analyses and recommendations provided to program teams and management (assessed via feedback).	**≥ 4.0 / 5.0 average rating**
Program Monitoring Support	Timely availability of reliable data for tracking program indicators and performance against targets.	**100% of core indicators reported on schedule**
Process Improvement	Number of approved improvements to data management, analysis or reporting processes successfully implemented per year.	**≥ 2 meaningful improvements**
Staff Capacity Building	Number of training/support sessions delivered to program or field staff on data quality, tools or interpretation.	**≥ 2 sessions per year with measurable post-training improvement**
Data Protection Compliance	Compliance with organizational data protection, confidentiality and child data safeguarding requirements (zero major breaches).	**100% compliance; 0 reportable breaches**
Insight Adoption	Percentage of key analytical recommendations that are reviewed and acted upon (or formally responded to) by program leadership.	**≥ 70%**

Note: Targets assume a stabilized data system. In the first 90 days the focus will be on establishing baselines, cleaning historical data and setting realistic targets in agreement with the line manager.

5. Qualifications and Experience

Minimum Qualifications

- Bachelor's degree in Statistics, Data Science, Mathematics, Economics, Computer Science, Information Technology, Monitoring and Evaluation, or another relevant quantitative field.
- At least two (2) 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 visualizations using Power BI, Tableau, Google Data Studio, or a comparable tool.

- Knowledge of SQL, Python or R for more advanced analysis.
- Demonstrated ability to analyze datasets, interpret findings and prepare clear analytical reports for both technical and non-technical audiences.

Added Advantage

- Experience working with education programs, NGOs or social impact organizations, preferably in early childhood development, literacy or primary education in Uganda or East Africa.
- Experience analyzing learner assessment results (e.g., EGRA/EGMA-type tools), school performance, teacher coaching dosage, or program impact data.
- Experience using digital data collection platforms such as KoboToolbox, ODK or SurveyCTO.
- Familiarity with monitoring, evaluation, accountability and learning (MEAL) frameworks and indicator tracking.
- Understanding of Uganda's education sector indicators and the importance of foundational literacy and numeracy.

6. Core Competencies

- **Analytical thinking:** Ability to examine data critically, identify patterns and draw sound, evidence-based conclusions.
- **Attention to detail:** High standards of accuracy and consistency when handling data and producing reports.
- **Problem-solving:** Ability to identify data challenges and recommend practical, context-appropriate solutions.
- **Communication:** Ability to explain findings clearly and present evidence in an accessible manner to program staff, leadership and external partners.
- **Integrity and confidentiality:** Responsible handling of sensitive information and unwavering commitment to data accuracy and child data protection.
- **Planning and organization:** Ability to manage multiple assignments, prioritize effectively and meet reporting deadlines.
- **Collaboration:** Ability to work effectively with program, coaching, fundraising, finance and operations teams.
- **Continuous improvement:** Willingness and ability to improve analytical methods, reporting processes and data systems over time.
- **Mission alignment:** Genuine commitment to enjuba's goal of ensuring Ugandan children learn to read, count and thrive.

How to Apply

Send your CV/Resume and Cover letter as one document to hello@enjuba.com, addressed to the Human Resource Manager, not later than November 15, 2026.