INTERNSHIP – DATA ANALYSIS & REPORTING ASSISTANT

DCA is seeking to recruit an energetic Kenyan National for an internship position as **Data Analysis & Reporting Assistant**. The intern will serve for a period of one year. The position is Nairobi based with travels to the field and reports to the MEAL Coordinator.

The Data Analysis & Reporting Assistant will support DCA and partners to embed dynamic and proactive data analytics into the MEAL systems to drive program quality improvement, generate evidence of the impact of our work and foster learning across the organization.

The main responsibilities of the intern are:

Data Analysis & MEAL

- Assist with data collection, cleaning, and quality control
- Work with DCA and partner staff members developing M&E systems and baseline assessments.
- Assist with research and revision of data collection tools
- Support review and development of data tracking tools and impact analyses
- Assist in analysing data to provide an evidence base for the measurement of results and to demonstrate results more clearly.
- Support review of and feedback on DCA program/project and partner reports

Data Quality, Use and Sharing

- Support the development of MEAL plans and M&E tools for existing and new projects
- Assist in compiling data to contribute towards strategic decision-making, knowledge management, sharing best practices and program planning with program team.
- Support data-driven storytelling and communication efforts
- Support planning, implementation and follow up of periodic monitoring visits to track progress, identify problems, support partners and project staff, and extract lessons and to provide feedback
- Provide data/evidence-based support and input to DCA and partner strategy and reflection/learning events.
- Support relevant project staff in updating the DCA program and projects document (PPD) electronic filing system.
- Any other duty as assigned by supervising manager.

Required Qualifications:

- A university degree from an accredited educational institution in Data science, Data Analytics, Computer Science or a related field.
- High degree of familiarity with digital data gathering software packages (Activity info, Kobo ToolBox, or similar), data visualization tools (Microsoft PowerBI, or similar), and data analysis software (Stata, SPSS, R, or similar).
- Ability to translate data into actionable insights, and support others to do the same
- Interest in learning
- Ability to travel
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Fluency in at least English and Kiswahili

About DCA

DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru, Kilifi and Nairobi counties with refugees and local communities to enhance peace, livelihoods, and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit https://www.danchurchaid.org/

How to Apply

Apply online through:https://dca.career.emply.com/en/national-positions

The deadline for applications is **7th January 2026**

Only short-listed candidates will be contacted.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or

ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.