

Student Assistant for ERP Implementation Project

Are you curious about digital transformation and how large organisations manage change? Would you like to gain hands-on experience with project management in a real-life setting? Then come join our ERP project team as we improve and expand the use of our ERP solution — shaping how we work across departments.

About us

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, Building resilient societies, Combating extreme inequality and Creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

About the project

We are in the process of strengthening and expanding our ERP solution to simplify and strengthen our financial and administrative workflows. It's a important step in our digital journey and involves collaboration across the entire organisation.

You'll join a small, dedicated project team working in an agile (Scrum-based) setup. We operate in sprints, run regular workshops, and engage stakeholders at all levels. You'll be based at our head office in Copenhagen, working closely with an experienced project manager.

This is a long-term transformation project — so it's a definite plus if you have at least one year left of your studies.

Here's what you'll do:

As a student assistant, you will be an integrated part of the project team and contribute to a wide range of activities related to project management, stakeholder engagement, and change management, including:

- Preparing and facilitating internal workshops
- Mapping workflows and user needs
- Supporting project coordination, planning and follow-up
- Taking part in dialogue with vendors and helping document key decisions
- Contributing to change management and training activities

About you and what we are looking for

We're looking for someone who is excited to learn and ready to roll up their sleeves. Ideally, you:

- Are currently enrolled in a relevant degree (e.g. IT, business, digital innovation, organisational learning, or similar)
- Have a strong interest in project management and organisational change
- Are curious, proactive, and eager to learn
- Enjoy working with both people and systems
- Have a structured and solution-oriented mindset
- Can work independently and as part of a team

Experience with ERP systems or IT projects is a plus, but not a requirement.

What we offer

- Hands-on experience with a real ERP implementation
- Insight into organisational processes and digital change in an NGO
- The opportunity to connect the role with a student project or thesis
- A flexible student job (approx. 10–15 hours/week)
- A collaborative, purpose-driven work environment with a supportive team and experienced project manager

How to apply and job details

Upload your CV and cover letter no later than 1 September 2025, we will be reviewing applications continuously.

If you want to hear more about the job, you are welcome to contact PA Finance - Anne Tanderup, Phone +45 2680 8806, email annt@dca.dk.

Ideally the starting date will be in September/October 2025.

We encourage you to apply

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 Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.