

# 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](mailto: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.