



JOB DETAILS		
JOB TITLE	:	Data Support Intern
REPORTS TO	:	Data Analyst
DIVISION	:	Product and Innovation
LOCATION	:	Parktown, Johannesburg
CONTRACT TYPE	:	1 Year Fixed Term Contract with youth@WORK – Seconded to NLF
START DATE	:	1 July 2024
SALARY	:	R4782 per month (SETA aligned stipend)

OVERVIEW & PURPOSE

New Leaders Foundation (NLF) is a mission driven advisory and implementation organisation specialising in education. It focuses on insights and systemic interventions that leverage data, tech enabled solutions and capability building to unlock excellence in education. It is a dynamic organisation that attracts and develops leaders who are committed to the transformation of education. Its clients include government, not for profit organisations, funders, and corporate social investors. The Data Driven Districts (DDD) Programme is currently NLF’s flagship programme. The programme has been led by the Michael Susan Dell Foundation in partnership with the Department of Basic Education. The aim of the programme is to improve learner outcomes by improving the way key educational data is collected and used by officials in the education system to support schools and teachers more effectively. The candidate should have strong verbal and written communication skills. The core purpose of this role is to contribute to different activities of the business unit, such as data collection and management, analysis, and presentation of findings.

KEY RESPONSIBILITIES

- Assisting in the analysis of education or system user data from the DDD Dashboard under supervision
- Supporting the creation of data visualisations and presentations
- Attending internal and external problem-solving workshops to observe and learn
- Assisting in the analysis of survey feedback data
- Helping to gather education data from external sources for analysis
- Providing support in the development of internal and external reports
- Participating in training sessions and assisting in the facilitation of training where appropriate
- Helping with weekly reporting on progress against key deliverables
- Support internal stakeholders with data related requests.

MINIMUM EDUCATION AND EXPERIENCE

- Demonstrated interest in data analysis, statistics, or a related field
- Basic to intermediate proficiency in Microsoft Excel
- Familiarity with Microsoft Excel, PowerPoint, Word, and Outlook

CORE COMPETENCIES & SKILLS



- Basic to intermediate proficiency in PowerBI
- Willingness to learn and understand trends, causalities, and correlations in data
- Ability to graph, tabulate, or illustrate data effectively with guidance
- Basic business communication and writing skills
- Enthusiasm for working with large data sets
- Eagerness to develop oneself professionally
- Attention to detail and a willingness to learn
- Using communication channels, liaising between technical team and internal stakeholders

KEY DELIVERABLES

- **Data Collection Support:** Assist in gathering data from various sources as directed by senior analysts.
- **Basic Data Cleaning (ETL):** Perform basic data cleaning tasks, such as removing duplicates, handling missing values, and ensuring data consistency.
- **Simple Data Visualizations:** Create basic charts and graphs using tools like Excel or Google Sheets under the guidance of senior team members.
- **Internal Data Entry and Maintenance:** Accurately enter and maintain data in databases or spreadsheets, ensuring all records are up to date.
- **Assisting in Report Preparation:** Help in preparing parts of reports or presentations by compiling data, creating visual aids, and formatting documents.
- **Weekly Progress Updates:** Provide regular updates on assigned tasks and progress against key deliverables to supervisors.
- **Supporting Survey Analysis:** Assist in the processing and initial analysis of survey data, including data entry and basic statistical summaries.
- **Attending Meetings:** Participate in team meetings, taking notes and contributing ideas when appropriate.
- **Learning and Development:** Actively engage in training sessions and seek opportunities to learn new data analysis skills and tools.
- **Documentation:** Help document processes and methodologies used in data collection and analysis for future reference and training purposes.

WORKING CONDITIONS

- This role is based in Parktown, Gauteng.
- NLF will host the Data Support Intern as part of the youth@WORK programme.
- The Data Support Intern will be required to comply with all youth@WORK requirements.
- Hybrid working environment.

ADDITIONAL INFORMATION

- The Data Support Intern position is designated for an Employment Equity (EE) candidate.
- Applicants must not have participated in a YES Programme before.
- Applicants must possess valid identification.
- If you are interested in this role send your CV to anja@newleaders.co.za
- Applications close on the 14th of June 2024. If you do not hear from us by the 24th of June 2024, please consider your application unsuccessful.