EXCITING OPPORTUNITY FOR A JUNIOR DATA ANALYST IN A SOCIAL ENTERPRISE

We are a growing, dynamic team looking for a technically sound Junior Data Analyst who has some programming and dashboard/BI experience, a desire to grow, and a passion for working with organisations and individuals towards the goal of closing the opportunity gaps in early childhood.

This is a full-time position based in Cape Town.
The starting date is flexible, but we'd love to get you on board as soon as possible.

Why we exist
DataDrive2030 is a South African social enterprise focused on impact. We support the collection and use of high-quality data to drive improved child outcomes in the first 6 years of life. DataDrive2030 harnesses the power of data tools and insights to ensure greater access to better quality early learning opportunities for young children.

As a learning organisation, we seek to understand, to be open-minded, creative and inclusive. At the same time, we aim for depth and mastery in our chosen areas of work and recognise the importance of rigour to grow and maintain trust and credibility.

About the role
We have a suite of digitally enabled data collection tools that allow organisations ("users") to assess the quality of early learning in home and programme settings, and to gauge whether young children are developmentally on track. Our organisation uses and manages several cloud and custom developed platforms, including GCP, Survey CTO, Airtable, R/Shiny and RDMS (SQL) databases.

We are looking for a junior data analyst with some data handling experience with the R programming language to assist with the Cleaning, Analysis and Reporting (CAR) of project data collected with our suite of tools. The analyst will ensure that fieldwork data is collected, stored, and reported upon to the highest quality and standards; contribute to collaborative compilation of and analyses from megadata sets; conduct bespoke ECD ecosystem insight analyses; and assist with various data management, curation, and administrative responsibilities.

Candidate requirements

- Adept in multiple platforms and databases, as well as some programming experience
- Experience using the ELOM tools or working in the development sector would be advantageous
- An excellent communicator who can engage comfortably with diverse stakeholders
- A flare for troubleshooting and creative problem-solving
- Able to adapt to changing parameters
- Someone curious about new technologies
- Excellent attention to detail and ability to multitask
- A team player who is reliable, punctual, and open to giving and receiving feedback
- Must be fluent in English and at least one other official South African language
- Familiarity with Google Suite, Asana and Airtable would be advantageous
- A driver's licence and own car would be an added advantage

Key responsibilities

Data cleaning, analysis and reporting

- Monitoring data hygiene through dashboards and ensuring data quality
- Managing data extraction and backups
- Ensuring exclusion and flag criteria are working well and flags are addressed
- Cleaning data anomalies and merging datasets
- Data interrogation and questioning - identifying patterns, analysing and interpreting data, and contributing to writing of findings
- Engaging with ELOM users and other external stakeholders, and responding to their data requests
- Supporting the Senior Data Analyst with preparation and curation of the megadata sets for open source public dissemination

Assisting with implementation of the data strategy

- Formulating an ecosystem data insight strategy in line with DD2030 objectives and the Junior Data Analyst's aspirational career path
- Contributing to the enhancement of data tools and sources, database design and structure, data flow and integrity
- Monitoring internal performance metrics for data flow and quality
- Collaborating with team members to forecast data needs and business requirements
- Assisting with data governance, risk and resilience plan and capabilities
- Assisting the team with data sharing agreements and several ongoing administrative tasks

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Broader engagement and ad hoc additional tasks
- Participate in weekly DD2030 team meetings and twice-yearly strategy sessions and assist as appropriate with ad hoc tasks arising from these discussions
- Provide relevant input to the DD2030 communication team in relation to user reports
- Ensure work is carried out per the DD2030 Ways of Working and internal processes
- Support the team in the overall delivery of the DD2030 strategy

Benefits
- A competitive salary between R25,000 and R32,000 per month (depending on experience)
- 24 leave days per annum
- An annual wellness allowance
- The ability to work up to 50% remotely (the other 50% should be based at our head office in Steenberg, Cape Town)
- Weekly staff lunches
- A great working culture
- Great opportunities for professional growth and meaningful impact

Applying

If you are excited by this opportunity and have the necessary skillset and mindset, please complete this application form and upload your CV.

We are accepting CVs on a rolling basis, with a closing date of **18 June 2025** - the sooner you apply, the better. If you've been shortlisted for the post, we'll be in touch within two weeks after the closing date.

In applying, you agree that DataDrive2030 NPC may process your personal information and any documents that you submit to facilitate the recruitment process for this post in accordance with the POPI Act. Should your application be unsuccessful or should the post be withdrawn, you give DataDrive2030 NPC consent to keep your personal information and documents on file for future opportunities. You may withdraw your consent at any time by emailing hello@datadrive2030.co.za.

Please note that DataDrive2030 NPC reserves the right not to appoint. Should you not receive communication from us by 30 June 2025, please consider your application unsuccessful.

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