



## NASCEE is Hiring

If you have data analytics skills and want to be part of driving positive change in South Africa's education system, this is a great opportunity for you!

**Job Title:** Data Analyst

**Location:** Western Cape (Remote/Hybrid)

**Reports To:** Chief Executive Officer (CEO)

**Salary Range:** ZAR 400-500k per annum, depending on experience and qualifications

### Job Summary:

[NASCEE](#), an association of NGOs and Social Enterprises working in the education sector, is looking for a skilled Data Analyst to support its mission of social change through education. The Data Analyst will be responsible for managing data collection, cleaning, analysis, and providing insights. This includes overseeing NASCEE's member database, managing the Education NGO Dashboard, and monitoring NASCEE's data processes to ensure its impact is measurable and supported by reliable data. The ideal candidate will have experience in data management, analysis, and data visualization.

### Key Responsibilities:

#### 1. Data Collection & Management:

- Develop and implement NASCEE's data collection processes.
- Ensure the accuracy, completeness, and timeliness of collected data.
- Clean and preprocess data to maintain data integrity.
- Manage and maintain the member database, ensuring data on member NGOs is current, accurate, and comprehensive.





## 2. Data Analysis & Insights Generation:

- Analyse data to uncover trends, patterns, and insights related to NASCEE's theory of change.
- Use statistical techniques to interpret data sets and provide actionable recommendations.
- Create comprehensive reports and presentations for internal and external stakeholders.

## 3. Education NGO Dashboard Management: [Education NGO Dashboard \(arcgis.com\)](https://arcgis.com)

- Manage and update NASCEE's Education NGO Dashboard, ensuring data is visualised clearly and accurately.
- Work closely with member organizations to ensure their data is properly represented on the dashboard.
- Continuously improve the dashboard's functionality and user experience.

## 4. Member Database Management:

- Regularly update the member database to reflect changes in member organisation details, contacts, and activities.
- Develop procedures for efficient data entry, maintenance, and retrieval, ensuring the database remains a valuable resource for NASCEE and its members.

## 5. Data Monitoring to Support NASCEE's Impact:

- Establish data monitoring protocols to track the performance and outcomes of NASCEE's initiatives.
- Ensure that NASCEE's impact can be measured, analysed, and communicated through robust data processes.





- Collect and monitor key performance indicators (KPIs) that demonstrate NASCEE's contributions to the education sector.
- Develop reports that showcase the tangible results of NASCEE's efforts and provide data-driven evidence of impact.

#### 6. **Data Security & Compliance:**

- Ensure all data collection, storage, and analysis processes comply with data protection regulations.
- Maintain strict confidentiality and security of all sensitive data.

#### 7. **Continuous Improvement:**

- Stay up to date with data analysis tools, trends, and best practices.
- Recommend and implement new tools or methodologies to enhance data collection, analysis, and reporting capabilities.

#### **Qualifications & Skills:**

- Bachelor's degree in Data Science, Statistics, Computer Science, or a related field.
- 3+ years of experience in data analysis, preferably in the non-profit or education sectors.
- Proficiency in data analysis tools (e.g., Excel, R, Python) and data visualisation tools (e.g., Power BI, Tableau).
- Experience with database management systems (e.g., CRM, SQL).
- Strong analytical and problem-solving skills.
- Experience managing large data sets and ensuring data quality.
- Familiarity with education-related data, particularly in the NGO space, is a plus.





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- Excellent communication skills, with the ability to present complex data insights in a clear, actionable way.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.

### **Application Process:**

To apply, please submit your CV, accompanied by a cover letter to [giles@nascee.org.za](mailto:giles@nascee.org.za).  
Applications will be reviewed on a rolling basis.

**Closing Date: Thursday, 10 October 2024**

