



Job specification

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Job description

Job title	Data and Impact Analyst Officer		
Department/Team	Monitoring and Evaluation		
Job Family	Programmatic Insight	Job Code	PGI 010
Reporting to	Head of Monitoring, Evaluation and Programme Effectiveness		
No. of direct reports	0	Budget holder responsibility	No
Location	Nairobi		
Grade	5		

Contract type	Permanent	Hours	8 hours per day
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Role purpose

The Data and Impact Analyst Officer will play a pivotal role in transforming raw project data into meaningful, actionable insights that support programming, demonstrate impact, and enable evidence-based decision-making across Ripple Effect.

This role strengthens the organization's ability to collect, manage, analyze, and visualize high-quality data across countries and thematic areas. They will manage our SQL database leveraging tools such as dbt, Power BI, and survey platforms like Activity Info and AkvoFlow. The Officer will lead the design of ELT (Extract, Load, Transform) processes and dashboards that ensure data is accurate, secure, timely, and accessible.

Serving as a bridge between our raw data and organizational learning, the Officer uses their data engineering and analysis skills to improve programmatic insight, demonstrate impact, champions data quality and stewardship, and foster a culture of data literacy and learning. This position is critical in supporting strategic planning, fundraising, financial analysis, and organizational storytelling that amplify Ripple Effect's mission and impact.

Key responsibilities

Data Integration, Management, and Transformation	<ul style="list-style-type: none">▪ Manage the Impact SQL database.▪ Design and implement ELT pipelines using SQL Server and dbt to convert raw data into structured, analysis-ready formats.▪ Maintain and clean databases, including reach data, household surveys, and performance indicators.▪ Develop modular and well-documented data models that ensure consistency and reuse across projects.▪ Ensure the clarity, accuracy, and security of all datasets and pipelines.▪ Collaborate with program and IT teams to ensure the systems are scalable, relevant, and sustainable.
Data Analysis and Impact Evaluation	<ul style="list-style-type: none">▪ Conduct statistical and exploratory analysis of survey, monitoring, and evaluation data.▪ Align datasets with strategic indicators such as gender, age, disability, and region (intersectionality).▪ Analyze trends and outcomes across multiple years and projects to assess program impact.▪ Support project evaluation activities.
Dashboard Development and Reporting	<ul style="list-style-type: none">▪ Build and maintain interactive dashboards using Power BI, Excel, or Activity Info.▪ Automate reporting processes for timely insights to teams, donors, and leadership.▪ Produce tailored visuals for internal learning, performance tracking, and external communications.▪ Ensure alignment with log frames and MEL frameworks.
Data Quality Assurance and Governance	<ul style="list-style-type: none">▪ Work in line with Ripple Effects Data Governance Framework▪ Implement quality checks to ensure data accuracy, completeness, and validity.▪ Conduct routine data audits, verification, and documentation.

	<ul style="list-style-type: none"> Promote best practices in data governance, including version control, access management, and compliance with data protection policies.
Visualization and Communication	<ul style="list-style-type: none"> Assist in presenting data and key insights in clear, easy-to-understand formats for non-technical audiences. Contribute to promoting a data-informed culture by helping teams access and use relevant data in their work.
Capacity Building and Collaboration	<ul style="list-style-type: none"> Collaborate with Data Analyst, IT, Finance, and Fundraising teams to fulfill cross-departmental data needs. Provide prompt support for ad hoc analytical requests and learning initiatives.
Continuous Learning and Innovation	<ul style="list-style-type: none"> Stay up to date with the latest trends in data engineering, MEL technology, and international development analytics. Share knowledge and best practices that enhance organizational learning and impact. Identify opportunities to streamline workflows, increase efficiency, and innovate.
Other Duties	<ul style="list-style-type: none"> Comply with all Ripple Effect policies and legislation. Uphold Ripple Effect's values, safeguarding standards, and Africa Forward Together approach. Perform other duties as reasonably required by the line manager.

Safeguarding

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

Qualifications and Person Specification

Essential Qualifications & Experience

- Bachelor's degree in a relevant field such as:
 - Data Science, Computer Science, Statistics, Economics, Information Systems, or Monitoring and Evaluation.
- Equivalent professional experience may substitute formal academic qualifications.
- Minimum 3 years of professional experience in data analysis, transformation, and reporting in development or humanitarian contexts.
- Strong experience in:
 - SQL and relational database querying.
 - ELT tools such as dbt.
 - Data visualization using Power BI, Tableau, or Google Data Studio.
 - Analytical software like Excel, SPSS, STATA, or R.
- Familiarity with digital data collection platforms such as Kobo, Akvo Flow, or Activity Info.

Desirable Qualifications

- Professional certifications in:
 - SQL (e.g., Microsoft, Oracle)
 - Power BI (e.g., Microsoft Certified: Data Analyst Associate)
 - dbt (e.g., dbt Fundamentals)
- Basic knowledge of Python or R for advanced analytics.
- Understanding of M&E frameworks, agricultural/livelihood programs, or SDG-aligned indicators.
- Experience working with international NGOs or across multi-country programs.

Skills and Competencies

- Strong analytical and problem-solving abilities.
- High attention to detail and a commitment to data integrity.
- Excellent written and verbal communication skills.
- Ability to translate data into insights for non-technical stakeholders.
- Collaborative team player with sound interpersonal skills.
- Commitment to ethical data handling, safeguarding, and confidentiality.

Experience and knowledge

Essential:

- Minimum 2–3 years' experience working in a data-focused role (e.g., analytics engineer, BI developer, data analyst).
- Demonstrated ability to analyse evaluation data and visualise findings.

Desirable:

- Experience collaborating across departments (especially programmatic, fundraising, and finance teams).
- Experience setting up project-level reporting systems from scratch.

Personal attributes

Essential:

- **Analytical and Logical Thinker:** Demonstrates strong analytical skills with the ability to approach complex data challenges methodically and logically, ensuring accurate and insightful outcomes.
- **Proactive Problem Solver:** Takes initiative to identify issues and implement effective solutions, contributing to continuous improvement and operational efficiency.
- **Self-Motivated and Independent Worker:** Capable of working autonomously, managing time effectively, and delivering high-quality results without constant supervision.
- **Detail-Oriented:** Maintains a high level of accuracy and attention to detail, ensuring data integrity and the reliability of reports and analyses.
- **Results-Driven:** Focuses on achieving objectives and delivering outcomes that align with organizational goals and stakeholder expectations.
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

Desirable:

- **Commercial Awareness:** Possesses an understanding of the organization's industry and market dynamics, enabling the translation of data insights into strategic business decisions.

Equal opportunities

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: August 2025
Evaluated: August 2025