**Job/Role Title: Intern - Data Analyst**

**Grade: Intern**

**Division: Membership Support & Development**

**Location: Nairobi, Kenya or Cotonou, Benin**

**Reporting to: Senior Performance, Learning & Impact Advisor**

**Role Purpose**

The Intern-Data Analyst will support the Performance, Learning and Impact Unit in managing, analyzing, and visualizing data to enhance evidence-based learning and decision-making across IPPF Africa Region. This role offers a valuable opportunity to develop hands-on skills in data analysis, monitoring and evaluation, digital systems, and impact documentation within a dynamic and multicultural environment committed to rights-based approaches.

**Context of the role:**

The International Planned Parenthood Federation Africa Region ([IPPFAR](https://africa.ippf.org)) is one of the leading sexual and reproductive health and rights (SRHR) service delivery organizations in Africa, and a leading sexual and reproductive health and rights advocacy voice in the region through its 40 Member Associations and Collaborative Partners in 40 Sub-Saharan countries.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa.

The Performance Learning and Impact (PL&I) Unit is a cross-cutting area to these efforts-generating evidence, strengthening monitoring systems, and documenting impact for programs. The Intern will work closely with MEL Advisors, Data Analysts under the guidance of the Senior PL&I Advisor, contributing to the unit’s strategic and technical work.

**Deliverables**:

Under the supervision of the Senior PL&I Advisor and in collaboration with other PLI team members, the intern will:

* Support the consolidation, cleaning, and updating databases (Core, restricted projects)
* Assist with data quality checks and metadata alignment
* Generate impactful visualizations (dashboards, charts, tables) for reports and presentations
* Participate in quantitative and qualitative data collection process, analysis and contribute to performance and impact reports
* Document stories of change (e.g., Most Significant Change, success stories) alongside country teams
* Assist in updating indicator reference sheets and developing or refining data collection tools
* Support coordination and documentation of webinars and learning sessions
* Contribute to the team’s knowledge management and continuous improvement

**Reporting**

* The intern will report to the Senior Advisor - Performance, Learning and Impact.

**Management Responsibility:** N/A

**Expertise:**

* Ongoing or recent graduate studies in statistics, data science, health information systems, economics, public health, planning, or a related field.
* Some practical experience (academic or internship) in data collection, cleaning, and analysis is desirable.
* Basic understanding of Monitoring, Evaluation, and Learning (MEL) concepts and results frameworks.
* Interest in or exposure to SRHR, gender justice, or feminist development work is highly desirable.

**Skills:**

* Proficiency in Microsoft Excel (advanced level)
* Strong competencies in Power BI, SPSS, R, Stata
* Proficiency in basic computer applications and electronic data capture methods in data entry/data collection e.g., SurveyCTO/SurveyToGo/Kobo or similar applications is highly desirable.
* Working knowledge of Ms Excel and geospatial analysis with QGIS or ArcGIS
* Qualitative data analytics tools is an asset
* Strong analytical skills and attention to detail
* Good organizational and time management skills
* Excellent written and verbal communication skills in French and/or English are strongly preferred. Fluency in both French and English is an advantage.
* Ability to work both independently and collaboratively in a multicultural, multilingual team.
* Self-motivated, eager to learn, and comfortable with remote work tools.

**Your Ethos:**

* Demonstrate an understanding of and commitment to safeguarding in a local and international context.
* Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
* Ability to maintain high level of confidentiality
* An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
* Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.
* Flexibility and willingness to work outside normal working hours

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.