
Job Description

Position : Data Analyst

Location : Pretoria (CCI's Head Office)

Reporting : Position reports to the Technical Lead: Monitoring and Evaluation

Organisational Background

Centre for Community Impact (CCI) www.ccisa.org.za, formerly known as Johns Hopkins Health and Education in South Africa (JHHESA), is a South African local Health and Social Behaviour Change and Communication organisation, which is also registered as a local Non-Profit Organisation (NPO) in the Kingdom of eSwatini (formerly Swaziland). Since CCI's early years under the stewardship of the Johns Hopkins University's Centre for Communication Programs, CCI has been at the forefront of the response to Gender Based Violence (GBV), HIV, TB and STIs in South Africa. The mission of the organisation is to be a human rights-based organisation that uses evidence to localise policies into impactful actions, develops communication strategies that transform and inspire resilient communities; for lasting strategic solutions on gender inequality, HIV, health, climate crisis, and other social development challenges. Our commitment is to forge enduring solutions, shaping a world where human rights are upheld, health thrives, and gender inequality is eradicated.

Position Summary

CCI seeks to employ a Data Analyst who will be based in Pretoria. The Data Analyst will support all modules in the Global Fund (GF) grant being implemented by CCI. The role of the Data Analyst will be to collect, clean, analyze, and interpret data for informed decision making. The role also includes working closely with all the data management systems within CCI and with other stakeholders to promote data exchange especially with the Department of Health and the SANAC Data Management Unit. The data analyst must have strong technical and analytical skills, including proficiency in programming languages, data querying and visualization tools, databases, and other software applications including Artificial Intelligence used in data analysis that will support CCI in terms of sustainability and maintenance of the M&E system.

Responsibilities

- Plan, coordinate and execute data driven projects such as development of systems, creation of dashboards and continuous monitoring of trends over time.
- Analyse and interpret CCI GF supported program data using established data management systems to identify trends and patterns to inform policy reforms and strengthen service delivery.
- Ensure data quality is maintained through implementation of quality control mechanisms to enhance accuracy and reliability of data collected and analysed within the data management systems.
- Develop and promote effective visualisation of data and presentations using user-friendly tools for easy interpretation
- Promote effective data use by supporting implementing teams in decision making through insights gained during data analysis in relation to program interventions, service delivery gaps and resource allocation.
- Maintain and administer the M&E databases, analyse and aggregate findings.
- Provide technical assistance, manage the overall data management systems and perform continuous system enhancements.
- Serve as a primary point of contact for the data management systems and ensure effective support and maintenance is mainstreamed in routine M&E processes within CCI.
- Conduct capacity building and provide mentorship to implementing teams to effectively use the established systems for the CCI GF supported program modules.
- The data analyst works under the supervision of the Technical Lead: Monitoring and Evaluation.
- Perform other related duties assigned by the Technical Lead: Monitoring and Evaluation.

Education and Experience

- Bachelor's degree or equivalent in data science, computer science or related discipline.
- Advanced certification in data analytics or equivalent is advantageous.
- At least 2 years working experience in a similar role is preferred.
- Experience working on DHIS2 platforms or similar is preferred.
- Experience with data analysis, data visualization and dashboard tools (PowerBI, Tableau).

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- Experience in the implementation and management of M&E systems involving capacity building for field staff and monitoring and promotion of data quality.
 - Experience with donor M&E reporting requirements preferred, Global Fund M&E reporting system will be advantageous.
 - Experience in system development and coding will be advantageous
 - Advanced computer skills with work experience using MS Office
 - Good written and verbal communications skills in the local language(s)
 - Strong interpersonal communication skills
 - Proven ability to work as a team member with multidisciplinary teams
 - Valid drivers' license and willingness to travel extensively within South Africa

Skills and competencies:

- Data management and data analysis skills
- Excellent report writing
- Advanced Computer literacy (Full MS Office package)
- Proficiency in the use of different statistical programmes is advantageous
- Experience in working on national health information systems (DHIS and Tier.Net experience is required)
- Ability to plan and organize time effectively
- Attention to detail

Application Process:

- Interested candidates should submit an updated CV to CCI Human Resources at jobs@ccisa.org.za
- Please use the job title “**Data Analyst**” as the subject line for your application.
- Only email submissions will be accepted or considered.
- The closing date for applications is the **10th of July 2026**. **Please note that shortlisting will commence upon publication of the advertisement and continue until the closing date.**
- Late applications will **NOT** be accepted or considered.