



Role title:	Data Officer - District of Excellence Project (DoE)
Reporting to:	Country Director, Data Manager and Programme Coordinator
Works with:	Country Director, Programme Coordinator, Data Manager, Data Team, Community Stakeholders, and Cluster Mentors
Location:	Pujehun Sierra Leone
Contract Type:	1 year, full-time, with the opportunity to extend
Equipment:	EducAid handset, laptop and motorbike provided
Hours:	40 hours per week, additional hours as required

Organisation Overview

EducAid is a UK-registered charity (1163161) and a Sierra Leonean registered NGO established in 1995 to restore and strengthen education in Sierra Leone. EducAid has been transforming education in Sierra Leone for more than 30 years, currently working with more than 300 partner schools across the country as part of our teacher training and school improvement programmes. Running 5 role-model schools, EducAid also provides free, high-quality education to some of the most underserved young people in the country. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes and is proudly Sierra Leonean driven. EducAid has a national and international reputation for excellence. The Data Officer (DoE) plays a hugely significant role in maintaining the standard of education, administration, and communication.

Job Purpose

The purpose of the DoE Data Officer is to collect and evaluate data during the District of Excellence partnership with the Minister of Basic and Secondary Education (MBSSE) in Pujehun or Falaba district to evaluate the process and measure the impact. You will work as part of the Data Team, and both collect and evaluate data from all participants in the project, ensuring that accurate and comprehensive information is gathered. This role is



critical in shaping EducAid's quality enhancement programmes' strategies, decision-making processes and communication with funders and other stakeholders. The role aims to positively impact underserved communities by ensuring educational opportunities, fostering social change, and empowering students for a brighter future.

Key Responsibilities

- Survey Management: Visiting with school quality assurance officers (SQAOs) and other education stakeholders in Pujehun or Falaba District. The role requires a significant part of the week to be spent in the field.
- Create and administer/undertake surveys, interview schedules, FGD schedules etc in order to fully understand what works and does not work to support the MBSSE team in its drive to greater efficiency, effectiveness and ability to strengthen schools and teachers in the district.
- Perform data cleaning and validation to ensure the accuracy and reliability of collected data.
- Collaborate with the project leaders to interpret data and provide actionable insights for decision-making.
- Partner with the Data Manager, Programme Managers and others in the programme implementation and Data Teams. This can include writing reports, creating charts and assisting with the analysis of data collected.
- Train project staff and survey teams on survey methodology, data collection techniques, and ethical considerations.
- Maintain detailed records of all survey activities, including data collection procedures and results.
- Ensure proper archiving and organisation of collected data for easy retrieval.
- Work with the Data Team to conduct regular data management and security audits.
- Share knowledge, keep the teams informed of challenges and successes, and offer support as needed for various projects.
- Be prepared to assist other project teams by taking on additional assignments as needed to support various project initiatives.

Decision Making

EducAid operates under the system of Every Voice Counts which is designed to ensure that peoples' voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy. The line manager is the person who must ultimately take responsibility for making and communicating their decision.

As a Data officer your decisions, and your activities in your district, should reflect the guiding principles of EducAid:

Protect teaching time	
Ensure emotional, physical, and academic safety of all	
Adhere to previously established protocols and policies	
Do your best	
Protect others' progress as I protect my own	
Love and do as you will – Kindness!	

Reporting Channels

As a Data Officer, your line manager is the Data Manager and the Project Coordinator. You should consider them as your first point of contact in any event.

Qualifications and Experience

- Bachelor's degree in a relevant field (Statistics, Social Sciences, or related).
- Computer literacy, including proficiency in the MS Office suite and data analysis. Experience with Kobo, ODK and other data collection tools is a benefit.
- Proven experience and proficiency in survey design, data collection, and data analysis.
- Experience in conducting focus groups. (Not required but highly valued)
- High attention to detail and problem-solving skills.
- Experience with EducAid or in a similar organisation, with a track record of successful educational initiatives and community engagement.
- Strong communication and interpersonal skills, particularly in the context of community outreach and education.

- Solid understanding of educational principles, community development, and best practices in education.
- Ability to manage multiple educational initiatives concurrently.
- Strong communication skills and fluency in English, as elective communication is essential in community engagement and educational advocacy.
- Commitment to acquire a motorcycle driving licence.

Personal Attributes

- Commitment to EducAid's vision, mission, objectives, and values: Excellence, Equality, Citizenship, Leadership, Community Resilience, and Safety.
- Ability to maintain confidentiality and exercise discretion.
- Strong problem-solving and decision-making skills.
- Being detail-oriented is essential when working with data.
- Excellent organisational and planning skills.
- Ability to work effectively in a collaborative and interdisciplinary environment.
- Understanding of the importance of keeping team members, program management teams and the Senior Leadership team apprised of progress. This is implemented through updating Data task lists and regular communication with these teams and individuals as necessary.
- Knowledge of data protection and ethical considerations in survey research.
- Strong written and verbal communication skills.
- Willing to learn and a self-starter.

Organisational Competencies

- Commitment to upholding EducAid's Code of Conduct
- Commitment to EducAid's vision, mission, and objectives

Application instructions and deadlines

Please apply using this [link](#) before the **28th August 2026**

Note: We will not accept any direct email applications. Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone. Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone.

At EducAid Sierra Leone, we believe in equal opportunities and embrace diversity in our workforce. We encourage applications from qualified individuals regardless of age, gender, disability, race, religion, or sexual orientation. Join our dedicated team and contribute to transforming the lives of young people through quality education.