

African Union Digital and Innovation Fellowship Program

Title: Data Analyst

Organization/Department: Women, Gender and Youth Directorate

Duty Station: Addis Ababa, Ethiopia

Duration of Assignment: 12 months

Number of positions: 1

Program Description

The African Union (AU) Digital & Innovation Fellowship is a 12-month immersive program that empowers Africa's brightest digital innovators to work from within AU institutions and create long-term value.

Through a structured placement within the AU system, fellows receive tailored capacity building, professional development, international exposure, and financial support throughout the duration of the program.

The purpose is to co-develop data-driven and technology-enabled solutions with AU staff, based on identified challenges and technological gaps, to strengthen governance, public service delivery, and institutional capacity across the AU institutions.

The AU Digital & Innovation Fellowship 2026/2027 is developed and hosted by the African Union and is implemented by enpact with the support of the GIZ DataCipation program, which is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

Department Description

The **Women, Gender, and Youth Directorate (WGYD)** is responsible for leading, guiding, defending and coordinating the AU's efforts on gender equality, development and promoting women's and youth's empowerment. The Directorate designs programmes and projects based on the policies and frameworks adopted by AU Member States. It also oversees the development and harmonization of gender and youth policies; defines strategies for gender and youth mainstreaming within the Commission, AU organs and Member States; and supports capacity building by providing training on gender and youth policies and instruments.

Additionally, the Directorate houses the **AU Innovation Lab**, a strategic hub and co-creative space designed to drive youth-centric innovation, consolidate Africa-centric solutions, and facilitate multi-stakeholder partnerships that accelerate the empowerment of young Africans through implementable policies and digital transformation initiatives.

Role Purpose

The Data Analyst Fellow will provide hands-on analytical and data support to strengthen how the Directorate collects, organizes, analyzes, and uses data to inform policy, programming, and decision-making. The Fellow will work closely with program teams to structure and clean data from existing platforms and reporting processes, improve dashboards and recurring reports, and reduce reliance on manual, spreadsheet-based analysis. The role is designed to address fragmented data

practices, support consistent monitoring of continental frameworks and initiatives, and strengthen evidence-based reporting. Over time, the Fellow will also support light automation and early analytics use cases to improve efficiency and insight generation.

Responsibilities

1. Data Analysis, Reporting & Dashboards

- Clean, organize, and consolidate data from Directorate platforms, Member State submissions, and partner reports to support consistent analysis and reporting.
- Design, improve, and maintain dashboards and visual reports that support internal monitoring, management updates, and policy dialogue.
- Support the transition from manual reporting processes to more structured and repeatable analytical workflows.
- Work with program teams to define simple indicators, reporting templates, and data requirements aligned with Directorate priorities.

2. Data Management & Quality Support

- Support data validation and quality checks to improve the reliability and consistency of reported figures.
- Assist in structuring datasets to enable comparison across time periods, programs, and Member States.
- Help streamline how data flows from collection tools (forms, surveys, partner submissions) into central datasets used for analysis.

3. Analytics, Automation & Innovation Support

- Conduct basic trend analysis and descriptive analytics to support planning, reviews, and decision-making.
- Support early, low-risk automation or analytics use cases (e.g. recurring reports, simple forecasting, document tagging), where data readiness allows.
- Contribute analytical inputs to policy briefs, presentations, and technical notes as required.

4. Documentation & Capacity Building

- Document data workflows, reporting processes, and dashboard logic to support continuity and institutional learning.
- Develop simple user guides and reference materials for staff using dashboards and reports.
- Provide hands-on support to strengthen basic data literacy among non-technical colleagues.

Requirements

To be considered for the 'AU Digital and Innovation Fellowship Program' applicants must meet the following basic criteria to apply:

- Be a citizen of an African Union member state and currently based in Africa
- Be under the age of 35 at the time of application
- Hold a tertiary education degree (bachelor's degree) or its equivalent
- Demonstrate the ability to analyze complex problems and propose innovative solutions
- Have experience and technical know-how in designing technology products or solutions and experience with the specific technical stack of the AU host department mentioned above
- Be available to dedicate 12 months to the fellowship, including relocation to Addis Ababa
- Be willing and able to travel to participate in induction and delegation workshops

- Be sufficiently proficient in at least one AU official language (Arabic, French, Portuguese, Spanish, or Swahili). Proficiency in English is a strong asset.

The program actively encourages applications from women, persons with disabilities, and other underrepresented groups to promote equity and diverse perspectives within the fellowship cohort.

Qualifications and Experiences

1. Core Technical Competencies

- Strong data analysis skills using **Excel** (advanced formulas, pivot tables, data cleaning)
- Experience working with **SQL** to query and manage structured datasets
- Ability to design and interpret dashboards using **Power BI, Tableau, or similar tools**
- Experience cleaning, validating, and organizing messy or incomplete data
- Familiarity with data collection tools such as **online forms, surveys, or DHIS2** (DHIS2 is an advantage)
- Basic knowledge of **Python or R** for data analysis or automation (an asset)
- Experience working in a **Microsoft 365 environment** (Excel, Teams, SharePoint)

2. Professional Experience

- At least **3 years of relevant professional experience** in data analysis, monitoring and evaluation, research, or analytics-related roles
- Experience drafting Standard Operating Procedures (SOPs) and technical blueprints. You should be able to prove you can leave a project "better documented than you found it."
- Experience supporting reporting, dashboards, or analytical products for decision-making
- Demonstrated ability to document processes and explain data outputs clearly
- Experience supporting or delivering basic capacity-building for non-technical users is an advantage

3. Other skills

- Strong analytical thinking with attention to data quality, accuracy, and consistency
- Experience working with **M&E concepts** such as indicators, baselines, targets, and results frameworks
- Ability to clean, organize, and analyze data from multiple sources for monitoring and reporting
- Capacity to translate data and M&E findings into clear insights for non-technical audiences
- Familiarity with **logframes, indicator matrices, and performance tracking tools**
- Strong documentation skills, including preparing concise analytical notes and summaries
- Good time management and ability to manage multiple reporting timelines and priorities
- Problem-Solving Resilience Attitude

Application Process and Next Steps

If you meet the requirements in terms of criteria, qualifications and experience, you are invited to fill out the online application form by the **1st of March 2026**. The application must be filled out completely in English. As part of the application form, please be ready to upload the following documents:

- Your ID or passport
- Proof of residence in Africa
- Your tertiary education degree

- Your curriculum vitae (CV)
- All relevant certificates demonstrating your qualifications

All complete and eligible applications will be evaluated. The highest ranked applicants will be invited for a 30-minute interview with representatives from the respective AU department. Interviews will be held from the 16th to the 19th of March. Please note that we offer you one time slot for the interview and rescheduling is only possible in exceptional circumstances.

The results of the selection process will be shared in the last week of March 2026. The selected fellow will then be asked to sign a fellowship agreement with enpact, as well as a secondment contract with the AU. The fellowship will begin on April 1st.