



INTERNSHIP OPPORTUNITY

**GRADUATE RECRUITMENT INTERNSHIP
PROGRAMME (GRIP) VACANCY DGA 30/9/2024:
DATA GOVERNANCE ANALYST (DGA)
INTERNSHIP**

We are offering an opportunity for data enthusiasts to join our six months Graduate Recruitment Internship Programme (GRIP) for Data Governance Analyst (DGA) internship position. The DGA intern works close with our Data Protection Services (DPS) teams in supporting various data governance and management functions for our clients.

Summary of Main Tasks and Responsibilities:

1. Explore and identify data sources, including databases, applications, external data sources like third-party vendors, and social media data.
2. Document data transformations, such as calculations or filtering, that occur during data movement and visualize the data flow using diagrams or flowcharts.
3. Enables broader use of data sources by applying quality methods to structure, clean, format, parse, and standardize for analytical use
4. Designs and develops custom visualizations and presentations to reveal the findings of analysis for clients, suitable for all forms of production (including briefings, reports, documentation, interactive interfaces, and publication of quality outputs)
5. Trace data movement from its origin to its final destination and validate the data flow map with stakeholders to ensure accuracy.
6. Identify potential risks and gaps, including security vulnerabilities or data quality issues.
7. Refine the data flow map based on the analysis and address any identified issues or gaps.
8. Document the data flow map in a formal document summarizing data sources, transformations, and destinations, and communicate the map to relevant personnel to raise awareness and promote responsible data handling practices within the organisation
9. Identify potential privacy risks associated with data processing, assess the impact, likelihood and controls of identified risks, and prioritise risks based on severity and potential harm
10. Establishes a close working relationship with members of the Data Protection Services teams and key clients to leverage analytical methods to support their data privacy activities with solutions that assist them in compliance with data protection requirements.
11. Develops and implements data analysis, data collection systems and other strategies that optimize statistical efficiency and quality.
12. Promotes the use of digital automation and analytics to improve the effectiveness of our client's process and our internal processes.
13. Uphold data integrity and confidentiality at all times
14. Share knowledge, skills, and experience with team members.
15. Perform other related duties as assigned.

Qualifications:

1. Bachelor's degree in Statistics, Computer science, Data science, Business Information Systems, Business Intelligence or data Analytics (or related technical/business field) from a recognized university.
2. Proven knowledge and experience in the use of data analysis tools such as Alteryx, IDEA or ACL
3. Membership in a professional body preferably ISACA.

What you bring:

- Being a self-starter and able to work independently including across multiple priorities and complex matrixed roles and responsibilities.
- Knowledge of information systems governance and control principles, frameworks, and practices with an understanding of the concept of risk management.
- Experience in visual communication of analysis (e.g., Qlik Sense, QlikView, Power BI, or Tableau).
- Knowledge of Continuous Auditing and Monitoring and Governance Risk and Compliance (GRC) tools implementation and/or use.
- Good knowledge of key IT applications, application controls, and business processes.
- High work standards, excellent writing, organizational, and problem-solving skills;
- Client service orientated with the ability to prioritize and work to tight deadlines and manage own caseload;
- Keen to develop and take personal initiative and possess a high aptitude for prioritizing tasks with attention to detail;
- Exceptional problem-solving skills under ambiguous circumstances to ensure you provide the best outcome for our clients while maintaining integrity with our partners.

How to Join the TEAM

Send your resume and copies of professional and academic qualifications as soon as possible. The applications will be processed on a rolling basis

Contact: Southend Tech at +254115867309 or +254728223333

Email: Info@southendtech.co.ke

Website: www.southendtech.co.ke