



Roles Description – Data Management Intern

November 2024

ABOUT FIELD READY

Field Ready is a non-governmental organisation that is dedicated to bringing innovation to international disaster relief. Our vision is to meet humanitarian need by transforming logistics through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally in various sectors such as health, water and sanitation. We do this by using the latest technology including 3D printers and laser cutters as well as traditional manufacturing machines. We pass on these skills to others through training and pioneering innovative approaches to the toughest challenges. The impact of this is dramatically improved efficiency in aid delivery by quickly meeting needs and cutting procurement costs. We expect our approach to be truly effective and groundbreaking.

POSITION SUMMARY

Field Ready is looking for a driven, organized, and dedicated individual passionate about the humanitarian field to join us as a Data Management Intern. The role works closely with the Technical Team and supports the Monitoring and Evaluation Officer, focusing on data management, file system integration, and system improvement.

Field Ready has gathered valuable data from mapping manufacturers, supplies, capabilities, needs, deployments, and developed products. As a Data Management Intern, you will assist in developing a strategy for effective and organized data consolidation and visualization. You will also contribute to its implementation.

This internship offers a unique opportunity to gain hands-on experience with a dynamic international NGO. As an intern, you will learn the foundations of data management, including system frameworks, data entry, and analysis in the humanitarian sector. You will gain insights into effective strategies for implementing data management practices in an organization working with different Pacific Island countries, which provides an exciting and diverse data set.

The post holder will report to the Technical Lead and may assist the program's MEAL Officer as needed.

The position holder will be based in Suva, Fiji, and may undertake travel within Fiji if required. We highly encourage other Pacific Island nationalities to apply, especially those from Vanuatu, Samoa, and Solomon Islands. Female applicants are highly encouraged.

RESPONSIBILITIES

The following are illustrative responsibilities that are expected to evolve over time and depend on the organizational and programmatic needs. The responsibilities for this task include but are not limited to:

- Assist in maintaining and consolidating field data (Assessments, Mapping, Deployments and Product) from the Technical Team and add them into a unified system.
- Participate or attend training sessions or workshops (Mobile Makerspace) to analyze feedback from participants.
- Help in managing databases, ensuring data is up-to-date and organized.
- Enter and clean data in databases and spreadsheet to ensure accuracy and consistency.
- Assist in visualizing data through graphs, charts, and tables needed in reports to present findings effectively.
- Contribute to improving data collection and consolidation systems.

QUALIFICATIONS AND CHARACTERISTICS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to work with multiple functions to coordinate the flow of information.
- Strong verbal and written communication skills.
- Proficiency in the Office 365 Tools.
- Has experienced in using Kobo Toolbox and Microsoft's SharePoint System.
- Accuracy, thoroughness and timeliness.
- Ability to provide support and assistance to co-workers as appropriate.
- Ability to work in the Field or other Pacific Islands Countries if needed.

- Ability to conduct workshops in communities.
- Self-motivated, capable of multi-tasking, and a team player.
- Experience with data visualization tools (e.g., Tableau, Power BI) is a plus.

EDUCATION AND EXPERIENCE

We highly welcome students who are currently taking up bachelor's degree in data management, computer or data science, statistics, information systems, business analytics or any related field.

How to Apply:

Applications will be accepted until **November 29th** (5pm, Fiji time).

Interested candidates should submit a cover letter and CV in English (in PDF Format) to the following email address: hr.pacific@fieldready.org

Please state **“Application – Data Management Intern”** in the subject line of the email.