

# Student Assistant Position in the Strategy and Quality Management Unit

**Deadline:**  
25-05-2025

**Contact person:**  
Karen Birgitte Rasmussen

**Place of Work:**  
Copenhagen

The Strategy and Quality Management (SQM) unit at DanChurchAid (DCA) is looking for a motivated, engaged, and proactive student assistant to join our team.

As a student assistant, you will work closely with all members of the SQM unit and report directly to the Head of Unit. Our work covers a wide range of areas, including strategy development, annual results reporting, monitoring, evaluation and learning (MEAL), data management, compliance, accountability, and quality management.

We are currently seeking a competent and motivated student to support us with tasks outlined below.

## **Key Tasks and Responsibilities:**

Overall:

Administrative tasks (coordination of meetings and workshops, minute taking and other ad hoc tasks).

Reporting:

General support with the annual results reporting (including tasks related to coordination, collation and proof-reading of DCA's Global Results Report)

Compliance:

General support related to Anti Money Laundering and Countering the Financing of Terrorism (AML/CFT), Risk Management and the Programme and Project Manual (PPM).

MEAL:

- Support the process of reporting on the indicators of the global results framework in DCA's Global Results Report.
- Support in the roll out of the partner satisfaction survey, including data collection, -analysis, and presentation.
- Data Management:
- Assist with monitoring the Programme and Project Documentation system (PPD) user requests and handling routine requests.
- Monitoring data quality in the PPD system and help with identifying gaps.
- Assist with developing new reports and analyses using advanced Microsoft Excel and Power BI.
- Assist with annual report data collection and processing.

Accountability:

Administrative tasks and general support

Support with the development of learning material on Fabo (e.g. review of the Anti-Corruption course)

## **The successful candidate will:**

- Be enrolled in a relevant university programme (e.g., political science, international relations, human geography, development, and social science studies or the equivalent).
- Have an interest in global affairs and in humanitarian and development sectors in particular.
- Have skills and interest in data analysis, with an eye for detail.
- Possess strong competencies in MS Office applications (including Word, Excel, PowerPoint, SharePoint, Teams), and with IT in general.
- Full professional proficiency in English – both in speaking and writing. Ability to communicate in French and/or Arabic is a strong advantage.
- Be committed, flexible, and possess strong interpersonal skills.
- Can manage a busy workday with conflicting deadlines, and have an organised, structured approach to work.
- Be able to work two days per week (with flexibility around deadlines and exams).
- Previous experience working with an NGO or an international organisation is an asset.

## **DCA Offers:**

- Contract starting from 1st August 2025.
- Excellent colleagues.

- Ability to gain insight into the workings of DCA as an international NGO and the variety of work areas that fall under the SQM Unit's mandate, role and responsibilities.
- An interesting and challenging experience in a rewarding, empowering and international workplace.
- Working hours: 15 hours per week.

When applying, you are kindly requested to submit your CV and a motivation letter. Deadline for applying is 25th of May at 12.00pm. Interviews expected in June.

The place of work will be at DanChurchAid's Head Office, Meldahlsgade 3, 1613 Copenhagen V, Denmark.

For further information about this position please contact Karen Birgitte Rasmussen, Head of Strategy and Quality Management unit on email: [kbra@dca.dk](mailto:kbra@dca.dk)

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.