



Information Management Intern

Danish Refugee Council, one of the world's leading humanitarian NGOs, is currently looking for a qualified Information Management Intern

About the job

The IM Intern will support the Information Management Unit in data collection, processing, analysis, and visualization to enhance evidence-based decision-making. The role will provide practical learning opportunities in managing large datasets, developing dashboards, and supporting reporting requirements for ongoing projects.

Your main duties and responsibilities will be:

- Assist in data entry, cleaning, and validation to ensure accuracy and consistency.
- Support the design and maintenance of databases, spreadsheets, and information systems.
- Contribute to the preparation of regular reports, dashboards, maps, and infographics.
- Assist in compiling, verifying, and analyzing data from field teams and partners.
- Provide technical support to staff and partners on data collection tools and processes (e.g., Kobo, ODK, RMS).
- Support data migration, backup, and documentation activities.
- Help draft standard operating procedures and training materials on IM processes.



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 **APPLY FOR POSITION**

Application due:
10/11/2025

Workplace:
Mogadishu

Department/Country:
Somalia

Contract type:

- Participate in team meetings and contribute ideas to improve IM workflows

National contract

Learning Opportunities

- Gain hands-on experience with information management systems, tools, and platforms.
- Develop data visualization and reporting skills (e.g., Power BI, Tableau, Excel).
- Learn best practices in data protection, confidentiality, and GDPR compliance.

To be successful in this role we expect you to have:

Required

- Recently completed a degree in Information Management, Computer Science, Statistics, Data Science, GIS, or related field.
- Strong computer skills, particularly MS Excel and data management software.
- Basic knowledge of data collection tools (e.g., Kobo, ODK) is an asset.
- Familiarity with data visualization tools (Power BI or GIS software) preferred.
- Strong analytical, problem-solving, and organizational skills.
- Good communication and teamwork abilities.
- Ability to maintain confidentiality and handle sensitive information.

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You uphold and promote the highest standards of ethical and professional conduct in relation to our values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

We offer

Contract length: 9 months

Band: Intern Position

Work location: Mogadishu

Start date: 1th November 2025

Reporting to: Information Management Manager

Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for employees on national contract.

Application process

All applicants must upload a cover letter and an updated CV (no longer than four pages) in English. **Applications sent by email will not be considered. This position is open to female applicants only.**

Closing date for applications: 11th October 2025

For more information about the Danish Refugee Council, please visit our website drc.ngo.

Danish Refugee Council is an equal opportunity employer. We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment regardless of personal characteristics or attributes.

DRC as an employer

Homepage:
drc.ngo

ABOUT DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 35 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobssupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

[Apply for position](#)

