



M&E AND DATA ADMINISTRATION INTERNSHIP VACANCY for 2026/27

The Social Change Assistance Trust (SCAT) invites applications for a one-year internship commencing 1 June 2026 to 1 June 2027.

This position sits primarily within the Monitoring & Evaluation (M&E) and Data space, while also providing support across programme implementation, administration, and organisational processes.

Key Responsibilities

1. SCAT Online Reporting System (SOAR)

- Review submitted reports for missing information, inconsistencies, and errors
- Follow up with CBOs on reporting deadlines and outstanding submissions
- Support user management (e.g. access permissions, password resets, profile setup).

2. Data Administration & M&E Support

- Support the collection, cleaning, and processing of programme data
- Ensure adherence to data management protocols (naming conventions, filing systems)
- Assist in developing and refining data collection tools (e.g. surveys, interview guides)
- Support documentation of processes and standard operating procedures
- Bi-weekly checks on the share drive
- Organising the share drive, should documents be misplaced.

3. Workshops & Learning

- Provide technical and background support for online workshops
- Assist with workshop logistics and coordination
- Capture and document key learnings from workshops and CBO engagements.

4. Programme Support

- Support planning, implementation, and coordination of programme activities
- Assist with organising meetings, workshops, and events on the organisational calendar.
- Provide administrative support to the programme teams
- Participate in field visits and provide support to field staff where required
- Provide ad hoc support to broader organisational activities.



Requirements

- A **recent graduate** (within the past 2 years) or currently completing a postgraduate qualification in a relevant field such as:
 - Development Studies
 - Sociology / Social Sciences
 - Political Science
 - Psychology
 - Monitoring & Evaluation or related fields
- No previous formal work experience required
- Foundational understanding of:
 - Data collection, management, and basic analysis
 - Social justice and community development
- Strong communication and report writing skills
- Computer literacy (Microsoft Word, Excel, PowerPoint)
- High level of integrity and attention to detail
- Ability to work both independently and collaboratively
- Proactive mind set with a willingness to learn and improve systems
- Willingness to travel and engage in fieldwork
- Ability to work remotely and from SCAT's Cape Town office
- A valid driver's licence is advantageous but not required.

Additional Attributes (Advantageous)

- Understanding of rural community contexts
- Interest in M&E systems and data-driven programming
- Experience with digital tools or data systems (e.g. reporting platforms).

What You Will Gain

- Practical experience in M&E, data systems, and programme implementation
- Exposure to community-based development work
- Hands-on experience with digital reporting systems (SOAR)
- Mentorship and learning within a social justice-oriented organisation.

This position will be based in our Cape Town offices (Woodstock)

To apply, submit the following to rudayba@maraisbutton.co.za

- CV and a motivation letter (in Word)
- Contact details of three referees.

Contact will only be made with shortlisted candidates.

Closing date: Sunday 17th May 2026