

Title: **Data Steward Intern**

Department: **Data & Analytics**

Location: **Tunisia / Remote**

Reports To: **Data Governance Lead**

Duration: **6 months**

Role Purpose:

The Data Steward Intern will play a critical role within the Data Governance team by enhancing the company's proprietary data. This will be done through ensuring accuracy, quality, and integrity, and managing data quality and governance processes across Cedar Rose. Responsibilities include developing and updating data points and documentation, conducting database cleaning and mapping, and monitoring the Automated Data Import process. The position is responsible for Data Quality Control and liaising with the Data Engineering Division for data import and testing.

Key Responsibilities:

1. Data Stewardship

- Support a comprehensive data quality framework, promoting organisation-wide, consistent understanding of data, and how data stewards can help resolve data issues that impact decision making
- Utilise the company's data governance processes, policies, and guidelines to ensure data is used in compliance with policies and regulatory obligations

2. Data Management

- Ensuring the quality and fitness for purpose of data assets through data cleaning, data mapping, and similar exercises
- Controlling the quality of data and enforcing data policies alongside managing data assets in line with regulatory requirements

3. Data Quality Enhancement

- Oversee overall Data Quality, including issuing documentation and tracking data quality metrics
- Render more comprehensive and accurate the company's proprietorial data

4. Stakeholder Collaboration

- Liaise with data engineers, business analysts, and other stakeholders to understand data flows and requirements

- Liaise with and assist with Data Engineers and Data Collection & Sourcing Specialists when necessary

Key Competencies:

- High **attention to detail** and commitment to data accuracy
- **Collaborative mindset** and ability to work effectively in cross-functional teams
- Self-motivated with a **proactive approach to problem-solving**
- **Eagerness to learn** and stay updated with the latest data quality trends
- Strong **analytical abilities** and **problem-solving skills** to streamline processes, assess data statistics, and propose enhancements
- **Effective communication skills** to liaise with cross-functional teams

What We Offer:

- Exposure to advanced data governance frameworks and technologies
- Opportunities for training in data quality and data management
- Potential to move into a permanent service provider role