Data and Knowledge Management Associate

Description
The Data & Knowledge Management Associate is the custodian of truth within the organization. This role is responsible for the integrity, reliability, availability, and governance of all performance data and institutional knowledge. The Data & Knowledge Management Associate builds and maintains the dashboards that leadership relies on, ensures every KPI is measurable and owned, and institutionalizes documentation as a living operating asset. If the numbers are debated, incomplete, manipulated, or unavailable — this role has failed.

Responsibilities
1. KPI Governance and Data Integrity

- Maintain a centralized KPI registry with documented definitions, data sources, and ownership.
- Ensure 100% measurability of KPIs — no proxy metrics or unverifiable numbers.
- Audit KPI accuracy and resolve discrepancies within defined SLA.
- Standardize KPI definitions to eliminate ambiguity.

2. Dashboard Architecture and Reporting

- Design, build, and maintain centralized performance dashboards across Strategic Business Units.
- Ensure dashboards function as the single source of truth for leadership.
- Implement automated KPI variance alerts.
- Produce monthly variance analysis reports with documented explanations from KPI owners.

3. Data Monitoring and Risk Detection

- Track KPI deviations against thresholds.
- Flag performance risk proactively.
- Support leadership with decision-grade data analysis.

4. Knowledge Base and Documentation Governance

- Establish and maintain a structured, version-controlled enterprise knowledge base.
- Ensure core documents (policies, BRDs, QA standards, dashboards, SOPs) are centralized and updated.
- Enforce documentation freshness cycles.

5. Governance Enforcement

- Prevent unauthorized reporting or undocumented metrics.
- Escalate unresolved data integrity issues to APEX leadership

Hiring organization
Tenece Professional Services Limited

Employment Type
Full-time

Job Location
Enugu, Nigeria

Date posted
February 19, 2026

Qualifications

- Strong data architecture and dashboarding skills (Power BI, Tableau, or equivalent)
- Strong Excel spreadsheet skills
- Structured thinking and analytical discipline
- High documentation rigor
- Ability to enforce standards without emotional friction
- Strong written reporting ability