

POSITION ANNOUNCEMENT
DATA ANALYST CUM SOFTWARE SPECIALIST

JOB TITLE: Data Analyst cum Software Specialist
LOCATION: Delhi

ABOUT THE ORGANIZATION

Ipas Development Foundation has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public health system to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception. IDF's program currently spans 10 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

Ipas Development Foundation (IDF) has been consistently rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute in the last 6 years. This recognition is a testament of the organization's high-trust, high-performance work culture.

GENERAL DESCRIPTION

Leveraging findings of a pilot initiative and an investment opportunity, IDF is embarking on an ambitious journey to initiate a private sector focused program, targeted to meet the reproductive health needs of women in India. The Data Analyst cum Software Specialist will be responsible for designing the framework and management of data collection; analysing the data and share relevant recommendations for programmatic interventions. He/she will work closely with the program team to ensure data quality.

The position will report to the Director – Private Sector Partnership

DUTIES AND RESPONSIBILITIES

MIS Design & Development

- Lead the development of systems for data capture, database design and structure
- Guide 3rd party agencies towards development of web/mobile-based data applications
- Contribute to the development of questionnaires for data collection application

Data Management

- Coordinate timely collection, collation, compilation, and dissemination of data pertaining to project
- Support project field team in data management

Data Quality Management

- Ensure data quality by regular data checks, field visits and by establishing quality assurance systems
- Maintain the databases and conduct routine maintenance as needed to ensure data integrity
- Review data for inconsistencies or anomalies that could skew analytical results
- Guide 3rd party agencies on processes to ensure high data quality at all steps

Data Analysis cum Visualization

- Identify and interpret patterns and trends, assess data quality and eliminate irrelevant data.
- Develop relevant dashboards for data visualization purposes.
- Analyse data to generate outcome documents and briefs necessary to track and present results against the performance indicators and milestones.
- Coordinate with 3rd party agencies for developing reports for internal and external use

Other

- Make recommendations for software, hardware and data storage upgrades
- Perform other duties as assigned by the supervisor

CORE REQUIREMENTS

- Post-graduate diploma in computer science/information technology or Master's degree in computer (BTech/BCA/MCA etc similar qualification)
- Atleast 5 years of experience in compiling and analyzing Data at State/National level
- Experience in creating integrated MIS of multiple digital platforms, design centralized dashboards and scorecards and its drill down and complex data management either in the development or corporate sector
- Experience of Advance Excel
- Ability to work with large data sets and to extrapolate conclusions from them
- Knowledge of RDBMS, CPro, MySQL
- Knowledge of data analysis tools/software
- Self-motivated and result oriented
- Good inter-personal skills and ability to interact and collaborate with various stakeholders

DESIRABLE REQUIREMENTS

- Knowledge of development of data analysis tools/software
- Experience of Macro Programming
- Experience of managing IT vendors/agencies

TO APPLY

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to hr-india@ipas.org

Your CV must be accompanied by:

- A cover letter justifying suitability for the position based on present and past work experience
- Current/last-drawn compensation and expected compensation
- CVs WITHOUT COVER LETTERS AND COMPENSATION DETAILS WILL NOT BE CONSIDERED

Please note:

- IDF management reserves the right to modify the contents of this position description at any time
- IDF is an Equal Opportunity Employer
- IDF has a Hybrid Work Model
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply
- Only shortlisted candidates will be contacted