

Godda DMFT Project Management Unit – Data Entry Operator cum Analyst

Job Description

About the Organization

Swaniti Initiative is a social enterprise that aims to deliver development solutions by working in partnership with the central, state and local governments. We leverage on ground presence and the use of data and technology tools to strengthen last mile delivery of programs to the most vulnerable populations. We specifically focus on delivering public programs through established institutional mechanisms.

Summary

We are looking for a passionate and experienced data analyst who is keen on working in the development sector. The chosen candidate shall work as part of a five-member Project Management Unit (PMU) that shall work with the District Mineral Foundation (DMF) to monitor, plan for and implement development works in mining affected regions of the district. The data analyst shall play a crucial role in designing data collection frameworks and analyzing collected data to present key insights. We are looking specifically for driven professionals who are capable of working in a public sector setting while maintaining high productivity.

Location and Remuneration: Godda, Jharkhand; 3.6-5.5 LPA (depends on extent of analytics knowledge)

Qualifications

The candidate must be a graduate in computer engineering or a graduate in mathematics, statistics or related fields with minimum experience of 2 years working in the same field. The candidate must have experience of working on data collection frameworks and data analytics. Preference given to candidates possessing previous experience of working with government departments.

Responsibilities

- Responsible for designing data collection frameworks for DMF(T) and if necessary other government programs in mining affected areas.
- Analysis of collected data using relevant software in order to present key insights which can be incorporated in the planning.
- Visualization of data to be given for reports, presentations and dashboards.
- Report to the Project Manager, Planning and Monitoring Unit (PMU).
- Any other duties as may be assigned.

Skills

- Entry of data and management of databases. Excellent analytical and problem solving skills.
- Competency in R, Python or other languages conducive to data analytics.
- High integrity and ethical standards. Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Strong oral and writing skills in English and Hindi.