

## Job Description – Data Analyst

<b>Designation</b>	Data Analyst (Manager level)
<b>Department</b>	Impact
<b>Location</b>	Mumbai HO
<b>Employment type</b>	Employment contract
<b>Report to</b>	Manager, Data Analytics and Donor Reporting
<b>Positions reporting to this role</b>	None
<b>Employment level</b>	Middle

<b>Version No:</b>			
JD No.:		Version No.:	v1
Effective date:	April-2021	JD approved by:	AVP Operations

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan, Madhya Pradesh, Uttar Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within & outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

## Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together		<b>Ensuring Alignment</b> – Think differently but work together

### ✓ **Scope & overview of the role:**

The Data Analyst is expected to harness the power of data to help Educate Girls maximize its impact. Through the generation of actionable insights, this role will be instrumental in enabling rapid course correction in program delivery. Efficient management and mining of primary and secondary data sources to enable timely and error-free reporting to our stakeholders will also be a key responsibility of this role. This role will help grow data-driven decision making in the organization.

This role will report into the Manager, Data Analytics and Donor Reporting and will be part of the Measurement, Learning & Evaluation (MLE) function in the organization.

### ✓ **Areas of Responsibility:**

#### Data Analysis & Management

- Build efficient and well documented methods for easy, repeatable extraction & cleaning of primary and secondary data sources.
- Maintain a data dictionary that documents the meanings and use of internal and external stakeholder
- Interpret data, analysing results and trends, using statistical techniques where appropriate
- Generate high quality formal analytical reports on key program delivery outcomes such as Enrolment, Retention and Learning, as per defined calendar
- Conduct periodic data quality assessments through pattern and outlier analysis
- Develop dashboards to monitor performance & quality of program delivery
- Process ad hoc data requests and the deliverable should be timely, accurate and supported by definitions and insights where appropriate

#### Donor & Government Reporting

- Apply donor specific or State specific rules to extract and clean data for donor and government reports.
- Analyse the data for inaccuracies and outliers and highlight possible risks in reporting that data
- Prepare donor and government report data on time and error-free

#### Design & Documentation

- Design new data collection formats and reports for new programs/ interventions
- Maintain process maps and other documentation for the MLE function
- Carry out any other additional responsibilities as required

### ✓ **Liaise with (internal & external stakeholders)**

Internal: Program & Operations

External: None

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✓ **Education Background:**

Minimum is a Bachelor's Degree in a relevant data science field or a related field of study.

✓ **Work Experience:**

- Minimum 3 years of relevant work experience data analytics/data visualization/ data management/ IT
- At least 2 years SQL programming experience and demonstrated ability to design and analyze data in relational databases. Experience with PostgreSQL desirable.
- At least 1-2 years' experience in data manipulation/cleaning using Python and/or R.

✓ **Skills Set:**

• **Soft skills:**

Excellent communication skills

Critical & analytical thinking

Target driven

Interpersonal skills

• **Technical skills:**

- Intermediate to advanced proficiency in Excel required, especially in visualization
- Strong skills in data analysis and reporting, including statistical analysis software (such as Stata, SPSS). Experience with GIS software would be a bonus.
- Strong skills in Microsoft Office tools such as Word, Excel, and PowerPoint. Visio knowledge desirable.
- Demonstrated analytical and assessment skills of quantitative and qualitative data
- Excellent oral and written presentation skills
- Demonstrated experience in dashboard design & development. Experience with Google Data Studio desirable.

• **Travel requirement:**

Willingness to travel up to 25% of the time at the State/district level in program geographies

**"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position"**