Job Description – Data Analyst

Designation	Data Analyst
Department	Impact QAMIS
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Impact Data Lead QAMIS
Positions reporting to this role	-

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit www.educategirls.ngo

Our Values

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

Our Competencies

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

Job Profile

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 Impact Data Lead and will be part of the Quality Assurance and Management Information System (QAMIS) 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.
- Interpret data, analyzing results and trends, using advance data 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
- Assess the data demand for the organization and generate logs for dashboard and report usability
- Carry out any other additional responsibilities as required

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

Work Experience
- Minimum 3 years of relevant work experience data analytics/data visualization/ data management
- Intermediate level of SQL programming experience and demonstrated ability to design and analyze data in relational databases. Experience with PostgreSQL desirable.
- Experience in writing insightful and analytical reports
- Experience in visualization and dashboard designing

Skills Set
- **Soft skills:**
    - Excellent communication skills
    - Critical & analytical thinking
    - Problem solving
    - Attention to detail
    - Interpersonal skills

- **Technical skills:**
    - Demonstrated analytical and assessment skills of quantitative data.
    - Excellent oral and written presentation skills.
    - Intermediate to advanced proficiency in Excel and PowerPoint required.
    - Intermediate skills in SQL. Knowledge of Python is desirable.
    - Strong skills in data analysis and reporting.
    - Strong visualization skill.
    - Demonstrated experience in dashboard design & development.

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."