Job Description – Data Analyst

Designation	Data Analyst
Department	Program
Location	Indore, Madhya Pradesh
Employment Type	Renewable Full Time Employment Contract
Report to	Senior Manager Program
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

Areas of Responsibility

Program Core Work –
- Interpret data, analyzing results and trends, using statistical techniques where appropriate
- Generate quality formal analytical reports on key program delivery outcomes such as Enrolment, Retention, and Learning, as per the 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
- Basic understanding on web & mobile based application
- Designing the survey on a digital platform
- Roll out the system-based survey
- Assist in developing the quality report of program activity.
- Understanding of state/district-specific errors & root causes through dashboards, meetings, field visits
- Support the review of curriculums and coordinate changes wherever required to achieve better outcomes
- Documenting the existing processes in the program function Training and monitoring
- Monitor the implementation of training and train master trainers
- Problem-Solving and providing support to functional Team wherever required
- Ensure quality implementation of content and delivery mechanism as per the responsibility.
- Coordinate with the field-level teams for activities related to the program team.
- Provide support to other EG functions whenever required in team meetings.

Training and monitoring
- Monitor the implementation of training and track the certification.
- Problem-Solving and providing support wherever required
- Ensure quality implementation of content and delivery mechanism
- Conduct Training Visits, give feedback, and observe classrooms

Content Creation
- Creates prototypes of classroom learning experiences and Designs learning activities.
- Develops, designs, and edits learning materials as per the need.
- Collaborates and coordinate with subject experts to develop course content.
- Facilitates discussion and collaboration for design testing of learning materials.
- Keeps updated on best practices in instructional design by government and other stakeholders.

Others
- To effectively manage the partnerships of EG, with a specific focus on program/training-related stakeholders as and when required.
- Coordinate with the field-level teams for activities related to the program team.
- Assist the program head in regular day-to-day activities, as and when needed.
- Provide support to other EG functions whenever required.

Education Background

Graduate degree in any field of Social Science / Education.

Work Experience

0 to 2 yrs. experience in data analysis and report writing.

Skills Set

- **Soft skills:**
    - o Strong analytical & writing skills.
    - o Knowledge of Hindi and English.

- **Technical skills:**
    - o Must have basic knowledge of digital & web-based applications.

Travel requirement

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