

Data Analyst – Project Management Unit

Position Location: Jaipur, Rajasthan

Established in 2007, Educate Girls' (EG) is a non-profit that focuses on mobilizing 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. Educate Girls (EG) currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh with a strength of 2200+ employees & 13000+ volunteers (Team Balika). By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of services.

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

We are currently establishing a Project Management Unit in collaboration with the Department of Education, Government of Rajasthan. A dedicated project team will be tasked with assisting the Department of Education in devising and executing strategies aimed at enhancing the quality of education, implementing open schooling initiatives, and providing technical support.

Position Overview:

The Data Analyst is expected to Monitoring, Analyzing data collected from Google forms & various other mediums that help EG & Department of education to maximise its impact. This role will be instrumental in understanding the trends and developing monitoring and evaluation tools.

Position Key Responsibilities:

- Monitoring, Analyzing data collected from Google forms & various other mediums for Dept. of Education.
- Understanding and Analysis UDise data
- 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 as per requirements
- Analyse the data for inaccuracies and outliers and highlight possible risks in reporting that data
- Build efficient and well documented methods for easy, repeatable extraction
- Provide training to the users in case of any new development/update of the technological solutions

Desired Incumbent Profile:

Preferred Education Background:

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

Preferred Work Experience:

- Minimum 3 years of relevant work experience data analytics/data visualization/ data management
- Basic to intermediate level of 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 basic to intermediate Python and/or R.

Preferred Skill Set:

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

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