Job Description – Business Intelligence & Data Analyst – Impact

Designation	Manager- Data Analyst & Business intelligence
Location	Mumbai office
Employment type	Renewable fixed term contract
Report to	National Impact Manager
Direct reporting staff	Impact team
Work with	District, regional & state team members

ORGANIZATION BACKGROUND

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand and Bhilwara in Rajasthan. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

OVERVIEW OF THE ROLE

The position reports to the National Impact Manager, who will be in charge of analyzing large data sets in order to come up with insights and strategies that contribute toward programmatic and operational course correction and hence more impact. The ideal candidate is data driven, results oriented, curious and solution-driven.On a daily basis, the Business Intelligence & Data Analyst will interact with Impact officers at a district and state level, manage internal impact and operations data sets, process mentioned data sets and build insightful reports for decision makers at the state, region and national level.

The position will be responsible for:

Data management and analysis
- Analyze and interpret a variety of data, including, quality (data cleaning, sanity checks, missing data, extreme observations), descriptive statistics, single variable analysis, correlations, sensitivity analysis and trend analysis
- Identify key performance metrics, build dashboards, and ensure that improvements of the program are driven by data
- Generate insights to deliver actionable findings and recommendations that will improve the impact of our programs
- Generate and follow up on reports highlighting exceptions in the data, delays and quality of information received
- Recommend changes in data structures and data requirements to build more robust data set

Internal Capacity Building
- Train staff in the use of data analysis,generating insights and reports, and course correction

Research
- Develop data analysis for the publication of M&E related research papers

External Stakeholder Coordination
- Develop external reports for funders and governmental partners

Qualifications and Experience
Candidates suitable for this position:
- Post Graduate Degree in Information Management, Computing, Economics, Statistics or Mathematics. If Bachelor Degree then with more relevant experience
- Programming
- Advanced knowledge of statistics
- Experience in data mining techniques and procedures and its use
- Experience using quantitative statistical techniques
- Four to seven years of work experience preferably in the Not-for-profit sector is desirable
- Work experience in the not-for-profit sector
- Ability to read/write/speak English and Hindi
- Structured and critical thinking: ability to analyse and present data in a structured manner to inform decision making
- Problem solving: ability to energetically solve complex problems with positive attitude
- Time management: ability to be highly organised in order to manage and prioritise workload
- Excellent oral and written communication skills: ability to present complex information in a simplified manner
- Team work: ability to coordinate and work in multi-disciplinary teams

How to Apply Please send a CV & a one page cover letter detailing how you meet the eligibility requirements to jobs@educategirls.org