JD for Asst. Manager – Data Management

Number of Positions: One

Location: Noida (Position requires travel to various project locations in India)

About the Organization:

DevInsights Private Limited (DI), founded in 2015 is as one of the leading Monitoring, Learning and Evaluation (MLE) agencies working in social development domain in India. DI with deep commitment to providing best of services not only in MLE domain, but also in small and large scale surveys, data analytics and training has undertaken a variety of research and M&E work across numerous thematic areas, some of which are Early Childhood Care and Development, Public Health, WASH, Education, Nutrition, Livelihood, Financial Inclusion and Child Protection / Rights.

Job Summary

We are looking to hire two dynamic data management persons to join our company's data department. In this role, you'll be responsible for entering and cleaning data, analyzing data, updating existing entries, and organizing hard copies of information appropriately.

The AM – Data should display impeccable organizational skills and experience working with a variety of databases. You should have a razor-sharp eye for detail and excellent knowledge of data management.

This position requires candidate's physical presence in the office.

Specific roles

Survey programming

1. Development of data collection tools using applications Kobo Toolbox, Survey CTO etc. and programs for electronic data collection using both online and offline mediums.
2. Develop database and dashboards using tools like Power BI, Tableau, Zoho Analytics etc. for data and indicators visualizations.

Data analysis

1. Identify, acquire, load, clean and manage data through tailored spreadsheets, templates and databases.
2. Analyze and resolve instances of data duplication or error.
3. Transform, validate, and model data with the purpose of understanding the data best suited to address given questions.
4. Perform data tabulations as per the requirement of the research team
5. Explore and apply new data visualization techniques to increase insight and visibility to data trends and associated policy-related opportunities, challenges and priorities.
6. Any other duties and responsibilities assigned related to data management and analysis.
7. Keeping a record of hard copy data and other documents.
8. Addressing data inconsistencies by working with field staff to locate missing data.

9. Attending to data queries and reporting any major data errors to research team.

Eligibility

- Graduate in any stream with Diploma in Data Management or Analytics.
- The candidate should be proficient in MS Excel and other data analysis tools like SPSS.
- Excellent data skills and experience working with Windows, Microsoft Office, and Google Suite.

Experience

Minimum 2 years in the roles listed above with a survey firm.

Remuneration:

Salary commensurate to relevant experience.

How to Apply

- Candidates interested may please send their CV along with the subject "Data Executive" at **info@devinsights.co.in & sanya@devinsights.co.in**
- Please mention your **current/last salary**
- Coordinates (email and mobile no.) for three (3) professional references

Only shortlisted candidates shall be contacted. DevInsights reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.