Job Description for the Position of Data Analyst
Centre for Sustainable Urban Livelihoods

Overview of the Job Opening

ORGANIZATION	National Institute of Urban Affairs (NIUA)
PROJECT NAME	Centre for Sustainable Urban Livelihoods (CSUL)
FUNCTIONAL TITLE	Data Analyst
NO. OF POSTS	Three (3)
DUTY STATION	New Delhi

About the National Institute of Urban Affairs (NIUA):

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of the Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for the urban sector in India. For more than 40 years now, NIUA has been actively working on bringing forth key areas of concern for urban India to build the urban discourse at various urban scales. It has utilised its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive, and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought after by both Indian and international organisations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes. Read more about NIUA at niua.in

About the project:

The Centre for Sustainable Urban Livelihoods (CSUL) will serve as a Centre of Excellence under DAY-National Urban Livelihoods Mission (NULM) and PM SVANidhi to provide technical support in effective implementation of urban livelihood component of the Mission under the Ministry of Housing and Urban Affairs (MoHUA). It will also act as a learning partner for the national and state units of the mission and will facilitate cross learning and knowledge dissemination. In addition, it will promote the creation of a sustainable framework for cities and local bodies to support the urban poor, women, and vulnerable groups through the improvements in livelihoods and facilitating entrepreneurship using and intersectional and gender inclusive lens.

The Data Analysis and Management Unit will be responsible for designing tools for data collection, specifically for collecting gender disaggregated data and utilising existing data for deriving analytical insights from a cross-section of policies and programs. The Unit will develop a robust Database Management System tailored to design, organize and store data which can be used for analytics and developing feedback systems for NULM and PM SVANidhi. Additionally, the Unit will recommend modifications to existing data collection mechanisms and tools. The Unit will utilise the collected data for visualisations and developing analytical dashboards offering a user-friendly interface for stakeholders to visualize and interpret data in

real-time, enhancing decision-making processes. Insights from the analytics can be utilised for conducting impact assessments, identifying key beneficiaries for targeted outreach, policy revisions and amendments, etc. The Unit will design tools for monitoring and evaluation of NULM and PM SVANidhi.

Key Responsibilities:

1. Work closely with Data Analytics and Management Lead to translate Centre's strategy stakeholder needs to deliver integrated insights that are visually understandable for research and policy teams.

2. Collaborate with a team of Monitoring, evaluation, and learning (MEL) specialists and Data Visualisation Specialist.

3. Collaborate with research and policy teams to understand data needs and provide analytical support.

4. Conduct statistical analyses to identify trends, patterns, and relationships within the data.

5. Support the designing, collection, management, and analysis of large and complex socio-economic and demographic data sets.

6. Oversee and support fieldwork and data collection efforts on the ground.

7. Ensure data quality through regular audits, cleaning, and validation processes.

8. Develop and maintain databases to ensure data integrity and accessibility.

9. Stay updated with the latest trends and best practices in data management and research methodologies.

10. Prepare detailed reports and presentations based on data analysis results.

Qualifications:

1. Master's Degree in Statistics, Applied Mathematics, Data Science, Development Studies, Social sciences, i.e., Demographics, Economics, or related fields will be preferred.

2. Bachelor's Degree in a relevant field combined with significant work experience may be considered.

Knowledge and Experience:

1. A minimum of 8 years of experience in data analysis, data collection, and data interpretation with a focus on socio-economic and demographic data within the development sector.

2. Proven expertise in designing, collecting, and analysing large datasets for research studies.

3. Strong understanding of data governance, data quality, and data security principles.

4. Experience in working with Central or State Governments or Public Sector Units (PSUs) is desirable.

5. Proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint.

6. Excellent analytical and problem-solving abilities.

7. Excellent communication skills and the ability to work under tight timelines.

8. Experience working in a multidisciplinary team environment.

Desirable Skills

1. Relevant Coursework in subjects like data analysis, statistical methods, demography, and socio-economic studies will be desirable.

2. Certification in Data Analysis, Data Science, or related areas.

3. Training in advanced statistical analysis techniques and tools.

4. Exposure to data modelling tools and power BI will be desirable.

Position Overview:

NIUA is seeking a highly experienced and motivated individuals to join as a Data Analyst for the Centre for Sustainable Urban Livelihoods. The successful candidates will work with the Data Lead to mainstream the data efforts, focusing on data generating backed evidence and trends related to urban livelihood issues in India.

Number of Position(s): Three (3)

Location: New Delhi

Term of position: The position is on a contractual basis for 3 years, renewed annually.

References: Name and contact information of two references

Remuneration: At par with the industry standards, depending on experience and skills. Proof of past remuneration (last received salary/monthly contract payment) will be required.

Last Date of Application: 4 July 2024

Application Process:

Interested candidates should submit a CV and cover letter outlining their qualifications and experience to hr@niua.org. Applications will be reviewed and interviews will be conducted on a rolling basis. NIUA reserves the right to fill this position at its discretion and is not obligated to notify applicants when the position has been filled. We encourage interested candidates to apply promptly.

Note: We are committed to providing equal opportunities for all applicants, including persons with disabilities. If you require any reasonable accommodation during the application process, please contact us at hr@niua.org.