

Mahila Housing SEWA Trust
Job Description- Data Analyst

Job role:

Data Analyst

About the Organization:

Mahila Housing Sewa Trust (MHT) was founded as a Public Charitable Trust in 1994 and is based in Ahmedabad. It works on habitat improvement & development in urban slums through building knowledge, skills and confidence of women resident in these communities. As of date, it is present in 700-plus slums across 10 cities of India and employs around 80 people who work along-side a similar number of women it has trained in these slums. Our growing body of work, capacity on the ground and accompanying learning require strong data analysis skills.

Major Roles and Responsibilities:

The key role for this position is to provide data cleaning and analysis support. The first major focus is on ongoing projects on issues of habitat upgradation, water and sanitation, skill building, climate change and resilience which require Monitoring and Evaluation research on a regular basis. Hence the person will be responsible for helping in developing and working with research tools; providing support for data cleaning and analysis to the team. Second, the person will also be required to provide support for building towards MHT's body of work with respect to action oriented research. This effort is towards building a cumulative body of knowledge & experience that MHT has garnered over the years. For this, working on research and documentation capabilities will be a must. This job description is for an individual (preferably a woman) who will join the Research and Documentation wing at MHT to work on data analysis and documentation.

Location:

This is a full-time position based at Ahmedabad. Significant research capacity is a must. She/he should be open to travel within India when necessary. Most travel will be planned and will be limited. It is also expected that the applicant is committed to working at MHT on a long term basis.

Qualifications

1. The applicant should have a minimum 2-3 years of experience in handling data including data collection, cleaning, processing, analysis and visualisation.
2. Advanced degree like Masters in Social sciences specifically Economics/ Statistics is desirable. People with Bachelors in Economics/Statistics but strong data skills and work experience will be considered.
3. She/he MUST have demonstrated strong data analysis skills. Experience of working on macro data sets, multiple projects including Household Surveys is desirable.
4. Knowledge of data analysis softwares like SPSS, STATA and data visualisation tools like MS Access, Envivo, Tableau is a MUST.
5. She/he should have strong ability to perform basic data cleaning and processing and be able to think analytically in order to draw out patterns and trends from aggregated data.
6. She/he should be able to demonstrate a sound understanding of impact assessment and a basic understanding of programme theory.
7. She/he should have worked in some field-based research projects and have the ability to understand & manage challenges encountered in their execution.
8. She/he should have strong written and communication skills.
9. Factors which would be an added plus: a) understanding of the domain of Urban Habitat; b) conversational familiarity with Hindi and/or Gujarati.

Remuneration

Remuneration will be based on the qualifications & experience of the applicant.

Last day to apply is 5th November 2018. Interested candidates can email their CVs, statement of interest detailing why you want to work with MHT (max. one page) to info@mahilahsg.org