

JOB DESCRIPTION: DATA OFFICER –HEALTHY CITIES PROJECT, MALWANI



ABOUT SNEHA

A secular, Mumbai-based non-profit organization, SNEHA believes that investing in women's health is essential to build viable urban communities. SNEHA targets four large public health areas - Maternal and New-born health, Child Health and Nutrition, Adolescent Health, gender and sexuality and Prevention of violence against women and children.

THE PROFILE

The role for Data Officer will be:

1. Design MIS tools, forms and relational databases for monitoring and evaluation surveys
2. Oversee entry, processing and cross checking of data to maintain quality of data
3. Coordination with Program team to ensure smooth data processing
4. Coordination with IT teams for handling hardware issues
5. Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA
6. Preparing presentations using graphs, tables prepared in Excel/Tableau
7. Monthly data report generation and presentation for review meetings
8. Field visits to ensure data quality during evaluation surveys
9. Assisting M&E Coordinator in trainings and workshops of community organizers
10. Assisting in research or any other assignment as and when required
11. Contribute to organizational level work and events.
12. Ensure adherence to SNEHA values, policies and guidelines

QUALIFICATIONS

1. Educational qualification: Graduate in any discipline from a recognized institution
2. Two or more years of work experience in data management

ESSENTIAL SKILLS & ABILITIES

1. Proficient in MS office/ MS excel/SPSS/STATA
2. Command over English, Hindi, Marathi
3. Strong analytical skills with attention to detail and accuracy
4. Able to work independently in Excel at advanced level to assist in Business Intelligence System
5. Organizational skills, team working, ability to meet deadlines, adaptability, initiative, and delivery of commitments

SALARY AND EMPLOYMENT CONDITIONS

Salary will be based on qualifications, relevant experience and suitability to the role.

APPLICATIONS

To be sent to hr@snehamumbai.org OR shilpa.nar@snehamumbai.org with subject line **SNEHA-DATA OFFICER**