

## JOB DESCRIPTION: DATA OFFICER -PVWC PROGRAM



### 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 newborn 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. Develop data entry templates in Excel, CSPro.
2. Design MIS tools and forms
3. Develop relational databases and/or merging various datasets, and validation of data
4. Oversee data processing, including data transfer, entry, verification and cleaning.
5. Cleaning and processing of primary and secondary data in statistical software like SPSS/STATA
6. Basic statistical analysis (cross tabulations, descriptive statistics)
7. Preparation of tables and charts in Word and Excel
8. Coordinating with research activities which may include training workshops, data form designing, data collection and data entry and management
9. Help in developing questionnaires and participate in pilot surveys
10. Translation of survey instruments
11. Ensure forms/surveys are filed according to compliance protocols
12. Any other assignment given by Principal Investigators and Supervisors

### QUALIFICATIONS

1. Educational qualification: Postgraduate degree in quantitative sciences, health science or social science from a recognized institution.
2. At least 3-5 years' of relevant work experience
3. Excellent command over English, good understanding of Hindi .
4. Computer proficient and as well as knowledge of statistical software like SPSS/STATA

### ESSENTIAL SKILLS & ABILITIES

1. We value soft skills, ability to think out of the box, ethics and commitment.
2. Bachelor degree in quantitative sciences, health science or social science from a recognized institution
3. Two or more years of work experience in data management, MIS, and handling large primary survey data in relevant areas.
4. Experience in social research projects (health, violence, gender)
5. Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy.
6. Well versed in MS Excel, Word, Power point
7. Able to work independently in Excel at advanced level to develop management information system
8. Organizational skills, team working, ability to meet deadlines, adaptability, initiative, and delivery of commitments

### COMPETENCIES AND PERSONAL ATTRIBUTES

1. Can help in computer assisted personal interviewing (CAPI) App development
2. Development of tablet based interview apps on android system (e.g. ODK, Comm Care)
3. Testing of CAPI Apps on tablets and smart phones
4. Set up servers for CAPI data and regularly check quality of CAPI data using Excel/statistical software

### SALARY AND EMPLOYMENT CONDITIONS

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

### APPLICATIONS

To be sent via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with Subject line: **Data Officer-PVWC Program.**