

Job Title: Officer – Research & Evaluation

Location: Delhi

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: www.ipasdevelopmentfoundation.org

Who are we looking for?

We are looking for a highly motivated and self-driven individual who enjoys working with large data sets and is adept at transforming data into organized, relevant and insightful information.

- Bachelor's or master's degree in a related field (e.g., statistics, data science, economics, social sciences).
- At least 3-5 years of experience in compiling and analysing large data sets.
- Proficiency in data analysis software and tools (for example, Stata, SPSS, MS-Excel)
- Proficiency in developing data collection tools using applications (CSPRO, ODK/KOBO)
- Designing and creating data collection tools on CAPI is desirable.
- Experience with data visualization tools (e.g., Tableau, Power BI) is a plus.
- Good interpersonal skills and ability to interact and collaborate with various stakeholders.
- Strong analytical and problem-solving skills
- Good communication skills, both written and verbal.
- Attention to detail and the ability to work independently and in a team.

What would you be expected to do?

Data Management

- Contribute to the development/ modification of questionnaires for data collection application.
- Coordinate timely collection, collation, compilation, and dissemination of data pertaining to project.
- Support project field team in data management.

Data Quality Management

- Ensure data quality by regular data checks, field visits and by establishing quality assurance systems.
- Maintain the databases and conduct routine maintenance as needed to ensure data integrity.

- Review data for inconsistencies or anomalies that could skew analytical results.
- Guide 3rd party agencies on processes to ensure high data quality at all steps.

Data Analysis cum Visualization

- Identify and interpret patterns and trends, assess data quality and eliminate irrelevant data.
- Develop relevant dashboards for data visualization of project activities and project achievement data.
- Analyse data to generate outcome documents and briefs necessary to track and present results against the performance indicators and milestones.
- Coordinate with 3rd party agencies for developing reports for internal and external use.

Other

- Make recommendations for software, hardware and data storage upgrades.
- Perform other duties as assigned by the supervisor.

What is it like working for IDF?

- Thriving work culture
- Rated among India's Best NGOs to work for by Great Place to Work Institute since 2017
- Twice in the elite list of India's Great Mid -size Workplaces.
- Recognized as India's Best Workplaces™ for Women three times in a row.

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning.

Please feel free to connect with us at hr-india@ipas.org to know more.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to hr-india@ipas.org.

Please note:

- IDF management reserves the right to modify the contents of this position description at any time.
- IDF is an Equal Opportunity Employer.
- IDF has a Hybrid Work Model.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply.
- Only shortlisted candidates will be contacted.