



Job Title: Officer - Data

Location: Bhopal, MP

Reporting to: Specialist – Programs & Trainings

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 is a graduate with minimum 1-2 years of experience of compiling and analyzing data. Candidate should have excellent analytical skills and should be proficient with MS-Excel. Experience of working in the health/nonprofit sector will be an added advantage.

What would you be expected to do?

The responsibilities of the Data Officer will include the following:

- Compiling of parity wise data from facilities, analyzing the data and sharing the reports in the form of graphs and tables.
- Data analysis of project related data for improving program effectiveness.
- Supporting the Senior Coordinators in analyzing data as per requests from the district, including analyzing data for district level review meetings.
- Facilitating in preparing presentation based on the data for meetings etc. for districts/division or State.
- Visit facilities for data validation correction and hand holding support if required.
- Documenting activities happening at the field and preparing analytical report as per requirement.

What is it like working for IDF?

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. We are rated among India's Top 10 NGOs to work for since 2017, among India's Top 50 mid-size workplaces 2024 and Social Impact Icon by the Great Place to Work Institute.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to abin.dhar@mckinleyrice.co.