

BIHAR VIKAS MISSION

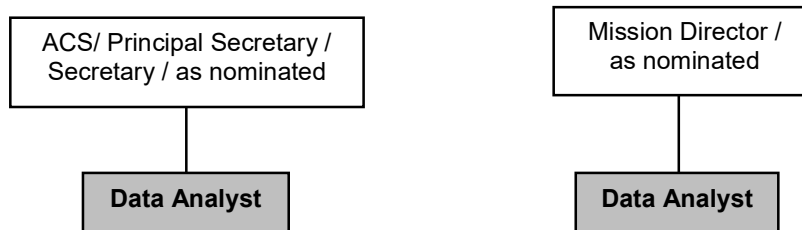
Job Description



1. General Information

Position Title:	Data Analyst
Reports to:	ACS / Principal Secretary / Secretary / as nominated; Mission Director / as nominated
Organization:	Bihar Vikas Mission

2. Organization Chart



3. Key Accountabilities

Data Analysis

- Analyze collected data for own area, look for trends, patterns and root causes, keep track of all relevant findings and share results with relevant stakeholders in BVM and State departments
- Use mathematical modeling techniques to translate trends, patterns and (causal) relationships into forecasts or predictive models
- Interact with relevant stakeholders in BVM and State departments, units and teams to support in interpretation of analysis and insights
- Liaise with relevant State departments, units and teams in order to collect needed information to facilitate the intended analysis and report findings
- Provide recommendations and insights, at request or at own initiative, by collecting, interpreting, and editing State departments and programs and schemes related data and processes
- Respond to ad-hoc analysis requests from own team and other departments, units and teams in a timely manner in order to ensure operational effectiveness and support decision making
- Liaise with relevant teams (like IT etc.) to ensure the data architecture and design of databases meet team requirements and ensure databases are run and maintained in line with defined standards and procedures
- Participate in / provide inputs for own area to development of processes that steer the management of data throughout the organization
- Ensure proper documentation and archiving of relevant files and records ensuring ease of access and data retrieval

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Reporting

- Assist team in the preparation of timely and accurate reports to meet team and department requirements
- Prepare periodic and ad hoc reports to provide insights and necessary information to relevant parties within own team and other departments, teams and units, in line with defined standards and formats

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree or higher in Statistics / Mathematics / Engineering / Science / Computer Application.
- Minimum 1 year of post-qualification experience as a data or business analyst

Preferred

- Less than 40[#] years of age as on 1st August 2021
- Experience of working with State / Central Government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World Bank, DFID, UNDP, ADB) on MIS and data analysis projects.
- Education higher than Bachelor's degree in Statistics / Mathematics / Engineering / Science / Computer Application
- Bachelor's degree or higher in Statistics / Mathematics / Engineering / Science / Computer Application from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time

** NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered*

[#]Age limit for SC / ST (Male/Female) domicile / resident of Bihar– 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar– 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

5. Knowledge and Other Skills

- Advanced data and statistical analysis & numerical ability
- Good knowledge of reporting procedures and formats
- Typing speed of minimum 30 words per minute in Hindi and minimum 40 words per minute in English
- Ability to generate reports in an accurate manner
- High computer literacy skills
- High proficiency in using MS office suite of products (MS Excel, MS PowerPoint etc.)

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving	✓		

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others