

## Associate - Data | Delhi

### About Organisation:

Saajha, a non-profit organisation, is missioned to enable parents of children studying in government schools to be partners in their child's education. We are building an ecosystem for parents to feel connected and supported in their efforts to impact the lives of children and drive transformative change. Saajha, since its inception in 2014, has worked across 2000+ schools in Delhi, Maharashtra, Jharkhand and Karnataka. Listening to parents has been at the core of our work. Saajha's work has been recognised by Echoing Green Fellowship, Forbes India award, NASSCOM award for technology and Action for India Tech Challenge.

### About the role:

We are looking for a highly motivated team player to pursue organizational data initiatives that align storage, organization, classification, and retention across the organisation. The role will entail closely working with the Program Managers, by supporting report creation and accessing critical data that is needed by the organization. The role will also allow the candidate to work with other verticals such as M&E and Technology. We value high attention to detail and the ability to adapt to dynamic changes within the organisation. Deliver high quality labelled data, leveraging guidelines to meet specific key performance indicators.

### Job Responsibilities:

- Spearhead and manage data repository systems
- Support Program Managers in data-driven tasks
- Document procedures and processes
- Assist with data alignment and standardization between programs
- Create data templates and format for seamless data tracking and recording
- Quality control of data recorded and data tracking processes
- Work closely with M&E and Technology team in improving data and monitoring systems.

### Job Requirement:

- 2+ years of experience in a data-driven role or in a similar environment
- Bachelor's degree; preferably in one of the Social Sciences is helpful but not required;
- Ability to collaborate with diverse team members across various verticals
- Ability to bring data-based insights.
- Demonstrated ability to manage large data sets and use multiple data systems
- Proficiency in database and word processing skills, Office 365 and Google Drive; specifically higher calibre in Excel and Google Sheets.

### Why should you apply:

- The role will give you an opportunity to build and standardize data repository systems within the organisation
- This will also be a good opportunity to understand how tech-enabled interventions can be developed to create impact.
- If working with communities interests you, this role will give you ample opportunities to work with primary beneficiaries (parents)

*Please submit your resume, cover letter and 2 references [here](#)*

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- This will also be an opportunity to experience a fluid work culture where you will get to work with people across verticals.

### Selection Process:

- Submit your resume, cover letter and 2 references [here](#)
- Telephonic Interview
- Assignment
- Personal Interview

### Remuneration:

- The salary will be in the range of Rs.35,000-45,000 per month.