

ADVERTISEMENT

Basic information	
Position	Programme Documentation and Data Analyst
Job location	Ranchi, Jharkhand
No of positions	01 (Fixed term consultancy contract till 15 December 2022)
Last Date of Application	17-06-2022, the interviews will be conducted on a rolling basis as we keep on receiving applications till a suitable candidate is found, so the applicants are advised to apply as early as possible.

About PHIA Foundation and the Project

Partnering Hope Into Action Foundation (PHIA) is a Charitable Trust registered in Delhi. Its vision is a society free from poverty, exclusion, and discrimination, and all people live with justice, peace, and dignity. PHIA works for the eradication of poverty among the poor, vulnerable, and marginalized communities in India. It works in partnership with civil society and community-based organizations. PHIA facilitates the empowerment of poor, vulnerable, and marginalized communities so that they can be in charge of their own development. Gender equality crosscuts all of PHIA's work.

PHIA Foundation interventions and programs are present in the states of Bihar, Jharkhand, Madhya Pradesh, Uttar Pradesh, and Delhi NCR. It works on both long-term development programs and humanitarian responses. The organization follows a rights-based approach for inclusive and sustainable development. Evidence-based advocacy to improve policy implementation is integral to its approach. PHIA works in partnership with a variety of stakeholders that include Civil Society Organisations (CSOs), the private sector, multilateral and bilateral development agencies, philanthropy institutions, and the Government institutions to bring capabilities and capacities together to find scalable solutions to address poverty, and promote social justice, equity and dignity.

COVID 19 vaccination uptake has been low across many rural areas in Jharkhand and the process has been slow. The reason can partly be attributed to lack of planning and effective implementation but one of the key deterrents has been the hesitancy to take vaccines on account of myths and false beliefs among the rural communities especially in the remote geographies. The villages which are difficult to reach also have less vaccination coverage. The project intends to bridge this gap through intensive community mobilisation, tracking of the left outs and working closely with the state and district administration and other stakeholders to ensure that the left outs are covered under the vaccination thus reducing their health vulnerability against COVID 19. The project covers 1695 villages, 187 Gram Panchayats in 12 Blocks, 6 Districts (Hazaribagh, Simdega, Lohardaga, West Singhbhum, Ranchi Dumka) of Jharkhand.

About the Position

PHIA Foundation is looking forward to recruiting a Programme Documentation and Data Analyst for the Vaccination Program to take care of overall MIS and Documentation of the Program, preparation of data tools and collection of data from the field team. The position will also be engaging and working closely with the software solutions for data collection for the program, developing high quality reports, case studies and other compliance reports for the programme. The position will report to the Programme Technical Advisor.

Job Description

The key responsibilities for the position of Programme Documentation & Data Analyst are as mentioned below:

- Quality Information collecting, organizing analysis, and archiving for appropriate use.
- Coordination with District, Block and field Staff in collecting data, storing, and developing required reports from time to time.
- Consolidation, validation and analysis of the data coming from the field and helping the team to overcome barriers faced in data collection and reporting. Developing high quality periodic reports, documentation of project processes, documentation of case studies and stories of change will be an integral part of the responsibilities.
- Ensuring systematic flow of information for key decision making and influencing the health advocacy work built in the project.
- Provide training to District, Block and Gram Panchayat level staff on collection, analysis and use of data.
- Dashboarding and visualisation of data for project use and communication.

Qualifications/Experience/skills/knowledge and expertise

- Must have a graduate degree or post graduate degree in social work or equivalent. An specialisation or additional qualification in data management and analytics will be an added advantage.
- At least three years of experience of documentation and MIS data management is required.
- Fluency in spoken and written English and Hindi is required.
- Excellent and advanced skills in data management, analysis and visualisation using appropriate software tools is essential.
- Strong experience in program monitoring and report writing and organizing training workshops.
- Strong interpersonal, communication and facilitation skills will be required for carrying out engagement with the team and capacity building exercises.
- A self-starter and able to work independently.
- Ability to work with a range of stakeholders from diverse backgrounds in an open-minded and inclusive manner.

How to Apply

Eligible candidates interested in this position are requested to apply through this link <https://forms.gle/r2Gx5N54C3C8Fv13A> with an updated resume including the names of two referees, one of whom should be your present or last Reporting Manager, by or before **17-06-2022**. The interviews will be conducted on a rolling basis as we keep on receiving applications till a suitable candidate is found, so the applicants are advised to apply as early as possible.

PHIA constantly strives to have an inclusive and diverse team and individuals from marginalised sections like Scheduled Castes, Scheduled Tribes and others, women and other gender identities are encouraged to apply. Owing to the high number of applications expected, only short-listed candidates will be contacted. If you do not hear back from us by 30 June 2022 kindly assume that your application has not been considered this time by us.