

Job Title	Data Associate (Research & Data Analysis)	Reporting to	Senior Data Analyst
Department	Data & Research	Contract	FTC

ROLE OVERVIEW

We are seeking a detail-oriented Data Associate to support data analysis, research, and reporting efforts. This role will play a key part in transforming data into actionable insights to improve program performance and decision-making.

KEY RESPONSIBILITIES

❖ Data Analysis & Reporting

- Collect, clean, and analyze data using Excel and Power BI.
- Develop dashboards and reports to track key metrics.
- Generate insights and share findings with stakeholders.

❖ Research & Evaluation

- Support research activities.
- Assist in survey design and analysis.
- Contribute to impact assessment.

❖ Dashboard Development

- Build dashboards in Power BI.
- Use DAX and data modeling.
- Ensure performance optimization.

❖ Data Management

- Ensure data accuracy and consistency
- Perform data validation

- Maintain documentation.

❖ **Stakeholder Collaboration**

- Work with cross-functional teams.
- Translate data into insights.
- Support ad-hoc requests.

LOCATION & REPORTING

The position is based in Delhi NCR and reports to the Senior Data Analyst. The role involves regular interaction with India and global teams across multiple geographies.

REQUIRED QUALIFICATIONS

- Bachelor's degree in relevant field
- 3-5 years of experience in data/MIS roles

TECHNICAL SKILLS

- Advanced Excel
- Power BI (DAX, dashboards)
- Basic SQL (preferred)

CORE SKILLS

- Analytical thinking
- Attention to detail
- Communication skills
- Time management

PREFERRED QUALIFICATIONS

- Experience in social sector.
- Knowledge of Python/PowerBI /Tableau/Data Modelling.
- Research methodology understanding.

SALARY

- The position will be a full-time, Consultancy post

travel and incidental expenses will also be covered by Generation India Foundation.

Please share your resume at: contact@pmspl.net.in