

Position: Associate Consultant– Data Management and Analysis

Post Code: CON-53

No of position(s): 01 (One)

Duration: The engagement is contractual initially for a period of one year which is extendable based on performance and organizational priorities.

Consolidated Fee: The Consolidated fee for Associate Consultant shall be Rs.75,000/-

Job Description: BIRAC has been able to inculcate a culture of biotech entrepreneurship in the country. The consultant would get an opportunity to work with SPED team and contribute in promoting and strengthening of innovation and entrepreneurship development activities in the biotech sector at national level.

Reporting: The person will be working with respective program leads and reporting to Head-SPED.

Key Responsibilities:

Database Management:

- Develop, maintain, manage and integrate database systems for various programs and schemes of SPED division to ensure quick access, analysis and reporting.
- Implement data management best practices, including data backup, recovery, and security protocols.
- Monitor database performance and optimize queries for enhanced efficiency.

Data Analysis & Reporting:

- Collect, clean and analyze data from various scheme and to create comprehensive reports.
- Prepare dashboards and visualizations to support strategic planning and operations.
- Use data analytics to identify trends, insights, and areas for improvement.

Collaboration & Coordination:

- Collaborate with various teams and stakeholders to understand data needs and develop solutions.
- Provide technical guidance and training to other staff members in data-related areas.

Compliance & Security:

- Ensure data handling compliance with relevant legal and organizational policies.
- Stay up-to-date with data protection regulations and implement necessary measures to maintain data privacy as per government norms

Essential Qualifications:

4-years Bachelors/ Master’s degree program from a recognized institute in Computer Science, Information Technology, Data Science, or a related field.

Desirable:

Certification in data management, such as Certified Data Management Professional (CDMP), or data analysis certifications like Google Data Analytics, Microsoft Certified: Data Analyst Associate, or equivalent.

Required Technical Skills:

- Knowledge of Advanced skills in Excel including PivotTables, Solver, Statistical Analysis functions, graphical representations
- Knowledge of SQL and other data query languages
- Experience with data visualization tools like Tableau, Power BI, or equivalent.

Experience: Post Qualification, between 3 years to 10 years with minimum 2 years of experience in handling and analysing large, diverse data, preferably within public sector.

Maximum Age: 45 years as on closing date of vacancy.