



Job Description: Research Associate: Data Management

Accountability Initiative, Centre for Policy Research is seeking to hire a **Research Associate: Data Management** for its Public Finance Team. The position is based in New Delhi and will involve working across projects to strengthen AI's ability to collect, clean, organise, store, share, analyse, visualise, and draw insights from diverse sources of primary and secondary data.

About Accountability Initiative

Accountability Initiative (AI) was set up in 2008 at the Centre for Policy Research (CPR) with a mission to deepen research, analysis, and reforms for strengthening accountability in public service delivery in India. We do this by:

Building Evidence:

- Tracking and analysing implementation processes (planning, budgeting, decision making) of social sector programs
- Evaluating accountability experiments

Deepening Public Debate:

- Widely disseminating evidence collected to promote an evidence based debate on accountability failures and solutions

Catalysing Accountability Interventions:

- Building citizen capacity to participate in and monitor government processes
- Partnering with government to pilot reform models

About this position

The position involves working in the Public Finance team on various projects. The Public Finance team at AI collects a wide variety of datasets from both primary and secondary sources. Examples of data sets collected include: budget data for different states, scheme specific performance indicators collected through RTIs, government based Management Information Systems (MISs), and primary survey-based data for key social sector schemes. The Associate will assist in formulating and implementing best practices for dealing with data at various stages. Specific responsibilities include:

1) Assistance in data collection

- Assist in optical character recognition from scanned documents where possible
- Assist in conversion of poorly formatted PDFs into machine readable formats
- Scrape datasets from websites with varying degrees of compliance to good practices

2) Data Organisation and Cleaning

- Develop and enforce metadata protocols
- Develop version control protocol for data and documents and ensure data consistency across years
- Semi-automated cleaning mechanisms

3) Storage and Sharing

- Explore various alternative solutions for storage of data and metadata
- Communicate open data standards
- Assist projects in ensuring that data is sharable

4) Data Analysis

5) Data Visualisations

- Work with the communications team on online and offline visualisation tools

6) Assist in the dissemination of AI's work

Competencies

Area	Mandatory	Desirable
Education	<ul style="list-style-type: none">• Applicants holding a bachelor's degree or higher in any field are encouraged to apply.	Coursework involving quantitative training, computer programming or data analysis would be given a higher weightage.
Work Experience	<ul style="list-style-type: none">• At least 2 years of work experience in any field, working with data in different stages	Prior experience working with government budgets data and social sector.
Skills	<ul style="list-style-type: none">• Experience with one or more general purpose programming language (C++, Python, Ruby).• Experience with data analysis or statistical software (STATA, MATLAB, R, NumPy)	Demonstrated ability to use a wide variety of tools to creatively use data would be a positive
Others	<ul style="list-style-type: none">• Strong inter-personnel skills• Ability to work with a team not from a technical background• Willingness to travel• Creative and flexible	Time and project management skills
Languages	<ul style="list-style-type: none">• Fluency in English	Working knowledge of Hindi and other Indian languages

How to apply

- Please send applications to info@accountabilityindia.org with the subject: "Application for Research Associate: Data Management"
- Application should include
 - i. A cover letter describing your background, work/internship experience and interest and suitability for the position
 - ii. A CV, which specifically lists your relevant coursework and skills

- iii. Description of one or more previous projects which you have worked on relevant to the position, not exceeding two pages. Describe the objective of the project, your role (if you were working in a team) and skills or technologies you used.
- iv. Contact details of 2 referees.

Last date of application: **1 October 2017. Deadline extended to 15 October 2017.**

Note: Each document should be included as a separate attachment to the email with your name clearly mentioned in the file name as well as the content of the file.

Incomplete applications will not be accepted and only selected candidates will be informed.