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.

<u>**Key Responsibilities:**</u>	<u>**Essential Qualifications:**</u>
Database Management:	4-years Bachelors/ Master's degree program from a recognized institute in Computer Science, Information Technology, Data Science, or a related field.
▪ 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.	<u>**Desirable:**</u>
▪ Monitor database performance and optimize queries for enhanced efficiency.	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.
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.	<u>**Required Technical Skills:**</u>
▪ Use data analytics to identify trends, insights, and areas for improvement.	• Knowledge of Advanced skills in Excel including PivotTables, Solver, Statistical Analysis functions, graphical representations
Collaboration & Coordination:	• Knowledge of SQL and other data query languages
▪ Collaborate with various teams and stakeholders to understand data needs and develop solutions.	• Experience with data visualization tools like Tableau, Power BI, or equivalent.
▪ Provide technical guidance and training to other staff members in data-related areas.	
Compliance & Security:	**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.
▪ 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	**Maximum Age:** 45 years as on closing date of vacancy.