

Madras Institute of Development Studies, Chennai is looking to hire a data manager to manage the Tamilnadu Household Panel survey (2017-18). This project is being implemented in collaboration with Survey Research Centre, University of Michigan and Department of Economics and Statistics, Govt. of Tamilnadu. The job description is given below.

Data Manager

Responsibilities

- Consult with principal investigator and other project team members on survey research project designs, and lead development of computerized sample management and database structure for data collection operations. These responsibilities includes developing and designing methods, procedures, and specifications for collecting, organizing, interpreting, classifying and reporting on complex information for computer input and retrieval, utilizing knowledge of database construction and retrieval methods. Communicate on an on-going basis regarding status of tasks. Create, monitor, and meet project budgets.
- Under general supervision, design, execute, and document data management and quality assurance procedures for survey research data collection projects using SAS and other statistical packages. Provide analyses and descriptive reports of project data for management of survey research projects. Document, program, debug, and run a variety of scheduled and ad hoc listings, summaries, statistics, and other electronic reports.
- Collaborate with survey sampling group on sample selection and statistical analysis related to survey methods. Develop datasets and ad hoc reports used for sample analysis using SAS and other statistical packages.
- Prepare final datasets for project deliverables. Compile, clean, and ensure the quality of datasets delivered to clients. Document quality assurance operations performed in final reports and provide basic documentation on datasets.
- Develop technical reference and user documentation of systems and applications. Manage or assist with technical development projects related to data management and quality control.
- Collaborate with project Help Desk to identify and resolve serious technical problems. Take the lead in diagnosing problems, including programming, data and procedural errors.

Required Qualifications

- Master's degree in Economics, statistics, mathematics, computer science, or related discipline.
- Experience with querying, managing, and testing data in applications that store data in relational databases.
- At least two years of data management programming experience, including merging datasets, producing reports, cleaning and preparing data for analysis, etc.

- Strong organizational skills, including experience handling multiple projects with competing deadlines and prioritizing tasks in a fast-paced production environment. Must be able to respond flexibly to changing circumstances.
- Effective verbal and written communication skills, with both technical and non-technical audiences. Experience with writing technical documentation. Attention to detail and accuracy are essential to success.

Desired Qualifications

- Experience with statistical analysis (e.g., ANOVA and regression, survey sampling) and developing summary/analytical reports.
- Advanced data management programming skills, such as SQL programming, VBA, Python and/or SAS macro or PROC SQL programming.
- Experience with creating and supporting complex reports using SSRS and/or Tableau. Experience with Business Intelligence and ETL tools a plus.
- Experiences that demonstrate leadership and coordination of technical development initiatives.
- Experience with complex survey and process data using various modes of data collection (e.g., paper, computer-assisted, web) and knowledge about the related data challenges/issues. Requires a broad understanding of all areas of survey research (e.g., sampling, data collection, coding, data processing, application programming, analysis, and methodology).

Duration- The duration will be initially for one year 2018-19, with the possibility of an extension.

Remuneration- Salary will be commensurate with experience and qualification.

Please send your C.V. with a covering letter to Dr. Kripa Ananthpur, Associate Professor & Project Co-coordinator, MIDS (kripa@mids.ac.in/kripur26@gmail.com) by 31st January 2018.