

**Job Title: Data Manager at Centre for Economic Data and Analysis, Ashoka University**

**Reports to: Director, CEDA**

**Location: Ashoka University Campus, Kundli, Delhi NCR**

**Experience (in years): 2-3 years**

**Nature of work:** Full Time (40 hours per week)

#### **About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

#### **About Department/Centre:**

The [Centre for Economic Data and Analysis](#) (CEDA) has been set up by the Economics Department of Ashoka University with the primary objective of facilitating informed data-driven debate and discussion about issues of social and economic development in India. CEDA's data portal hosts data from various administrative and official surveys of India, covering fields such as demography, employment as well as health, at the state and district levels. CEDA's aim is to put data at the forefront when it comes to understanding the social, political and economic realities of India.

#### **Role and Responsibilities:**

- Manage and curate economic datasets, ensuring data quality, integrity, and accessibility.
- Develop and maintain data infrastructure, including databases, data warehouses, and data pipelines, ensuring efficient data storage and retrieval.
- Collaborate with economists, researchers, and policy analysts to identify data requirements and provide support in data acquisition, cleaning, and transformation.
- Develop and implement data governance policies and standards to ensure data security, privacy, and compliance.
- Utilise programming languages (Python, R, etc.) and statistical software (Stata, R) to analyse economic data, conduct statistical analyses, and generate insights.
- Design and develop data visualisation dashboards and reports to communicate complex economic concepts and trends effectively.
- Stay up-to-date with emerging trends, tools, and methodologies in economic data analysis and contribute to the continuous improvement of data management processes.
- Provide technical guidance and support to team members regarding data management best practices and data analysis techniques.
- Collaborate with external partners and stakeholders to facilitate data sharing and collaboration for research and policy initiatives.

### **Education Qualification & Eligibility:**

- Undergraduate degree in Computer Science, Economics, Statistics, Data Science, or a related field. Masters is a plus.
- 2-3 years of experience working with data in journalistic, research or academic settings.

### **Skill Sets**

- Strong experience in managing and analysing large-scale economic datasets, including macroeconomic, microeconomic, and time-series data.
- Proficiency in programming languages such as Python and R for data manipulation, analysis, and visualisation.
- Sound knowledge of statistical software such as Stata, R, or similar tools for econometric analysis and modelling would be an asset.
- Familiarity with data management concepts, techniques, and tools, including database management systems (SQL, PostgreSQL) and data integration methodologies.
- Excellent understanding of economic data sources (India specific sources like MOSPI, RBI and datasets like ASI, NFS, PLFS as well as international sources such as World Bank, IMF, OECD) and economic indicators.
- Working knowledge of AWS and other cloud technologies. Knowledge of HTML, CSS, Javascript and some experience with React would be beneficial.
- Strong analytical and problem-solving skills, with the ability to extract meaningful insights from complex economic data.
- Ability to work collaboratively in a team-oriented environment and manage multiple projects with competing deadlines. We are looking for someone who takes initiative and ownership of the task at hand, is able to work independently and does not require constant supervision.

### **Last Date for Application**

Applications will be accepted until the position is filled. Only the shortlisted candidates will be contacted.

### **Application Submission Process**

If you are interested in this position, please fill the Google form at the link provided below

Link to Google Form <https://forms.gle/AQLMM7uhXcmLzvax7>

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CEDA is an equal opportunities employer. We especially encourage female, non-cisgender and disadvantaged candidates to apply for this position. We offer a competitive salary commensurate with candidate experience/skills, a dynamic work environment, and an opportunity to help enhance access to all kinds of data about India.