Job Opening
Assistant / Associate, Survey Programming and Data Processing

NEERMAN is a niche yet highly reputed research firm that conducts rigorous evaluations, provides M&E advisory services, helps set results-based-monitoring systems, and conducts field surveys in water-sanitation, nutrition, child safety, public health, agriculture, gender, education sectors. Majority of NEERMAN's research is based on high-quality primary data which we ourselves collect or get collected from small-scale survey agencies. Therefore, high-quality data (reliable, accurate, timely, useful, theory driven) is at heart of everything we do. We primarily work with leading international organizations such as the World Bank, the Asian Development Bank, UNICEF, and international universities but we are expanding our portfolio to India-based CSRs, NGOs, social enterprises also. More information is available on our website www.neerman.org.

How is working at NEERMAN?

After building a solid foundation for transparency, quality and rigor of research, NEERMAN has put in place an ambitious plan to drive growth or the organization in size and brand reputation in a time-bound manner. Staff with necessary hard and soft skills and more importantly with a growth mindset to take challenges and deliver will be an engine of this growth.

The new NEERMAN offers flexible work hours (including work at home) as reward for those who display a high sense of responsibility, accountability, and ability to perform without constant supervision. We maintain a welcoming and friendly work environment in office. We value work attitude and ethics highly (collaboration, humility, accountability, prompt and clear communication) and discourage sycophantic and do-as-told attitude. We encourage our colleagues to constantly upgrade their skills and find ways to do things better and faster with help of technology and upgrading skills with trainings. NEERMAN therefore invests and encourages you to invest in your continuous capacity development. We have performance driven incentive and growth plan for all staff. Your incentives depend on how well you achieve your core key-results-indicators, 360-degree assessment by your peers and performance of your team and ultimately the company. Professional growth at NEERMAN can be rapid if you demonstrate higher levels of skills, knowledge, ability to perform tasks and dependability beyond your position's expectations. The salary and benefits at NEERMAN are competitive and commensurate with industry standards. We believe in work-life balance and have 5-day work week. We encourage better planning and provide resources and training to help you in time management so that you are able to complete your assigned tasks within a normal work week.

Technical Qualifications and Skills

- Bachelor's degree required, but those with at least some college and strong skill sets can also apply
- Experience in Survey Programming and data handling/management: 0-1 years for assistant level, 1-3 level for associate level
- Proficient in any ODK based platform (Ona, Kobo toolbox, ODK, SurveyCTO); experience in other survey programming platforms is a plus
- Proficient in Excel (pivot charts, use of various functions, filters/slicers, data connections and queries, etc) for complex and cumbersome data cleaning, data handling, data visualization related tasks
- Knowledge of the Microsoft Office suite (Word, Teams, etc)
- Respectful but clear and concise verbal and written communication skills in Hindi, Hinglish, and basic English
- Skills that are optional but valued highly:
    - basic to intermediate skills in STATA for data handling and processing related tasks
    - basic to intermediate level skills with Python, JavaScript, etc programming languages
    - good experience with power BI and Google Studio

Soft skills

An analytical and logical mind with great attention to details and process, high level of careful work and least error prone (obsessive over quality), good time manager who is task oriented, ability to lean-unlearn-relearn software packages esp those related to statistical analysis and data, must love data, passionate about smart work using technology tools, mindset to accept feedback constructively and learn new things with passion

innovation and research to help you improve lives

3, Mahendra Industrial Premises
Road No 29, Sion (E), Mumbai 400 022, India

www.neerman.org
Email: research@neerman.org

Tel: +91-22-24021757
Fax: +91-22-24021758

Job and Responsibilities

For Assistants, this is an entry level position in which you will be given hands-on training on NEERMAN's SOPs, you will be given self-training resources and assigned a senior as a mentor. *For Associates*, this position assumes 1-2 years of relevant experience and limited need to train you compared to an assistant.

Areas of Responsibility	Indicative Activities
Survey Programming	Review survey questionnaires and formulate recommendations to ensure efficient programming, reliable and logical data collection and also suggest questions to improve flow, guide enumerators, and assess enumerator performance.
	Coordinate and consult with research managers on how to best structure the survey for efficient data delivery and tabulations
	Accurately program surveys and conduct rigorous quality control checks to ensure error free deliverables on ODK and SurveyCTO platforms
	Provide quick (in matter of few hours) and highly accurate revisions to survey programmes during training, field practice and initial field work days
	Identify and implement innovative programming techniques and non-standard solutions to programming challenges.
	Integrating graphic, multimedia and specialty survey components based on review and staying abreast with improvements in ODK and SurveyCTO platforms.
Data QAQC, Processing, and Management	Keep track of all revisions to the questionnaires in Word of Excel as per CAPI so that the Word/Excel questionnaires have same wording, question numbers, option numbers, instructions, flow etc as per the CAPI. Document the decisions by research managers and clients to survey programming so accountability is built for such decisions.
	Check survey data during testing, pilot, training phases to ensure that the App is capturing the data as intended, no relevant questions are getting skipped, there are no outliers etc to give confidence that survey programming is working well
	Maintain and check servers to ensure their capacity, back up etc is working well. Ensure timely payments and any maintenance schedule is followed by the server maintenance team
	Download survey data frequently, process it to create STATA or EXCEL datasets. If needed pull data into Excel/Google etc as well. Do basic checks such as duplicate records, missing variables, outliers, merging issues etc in Excel or STATA.
	Coordinate with research managers and field managers regarding any data quality issues, preparing status of surveys received on the server along with result of the survey, cross checking server status with field status reports and highlight discrepancies.
	Clean data under direction of Senior Data QAQC specialist or research managers in STATA and/or Excel. Keep log of all such corrections.
	Prepare datasets in SPSS, STATA, CSV or Excel formats for delivery

CTC offered: Depends on your academic records, experience, match with required qualifications and skillsets, and technical and behavioural assessment during hiring. Suggestive CTC range: Rs. 2,50,000 – Rs. 5,00,000. Highly promising candidates can expect rapid rise in CTC even before the annual increments.

Position is available in **Mumbai,** but it is possible to seek transfer to our New Delhi office after a period of 6-8 months

How to Apply

Please click on the link for application Click Here