

# BIHAR VIKAS MISSION

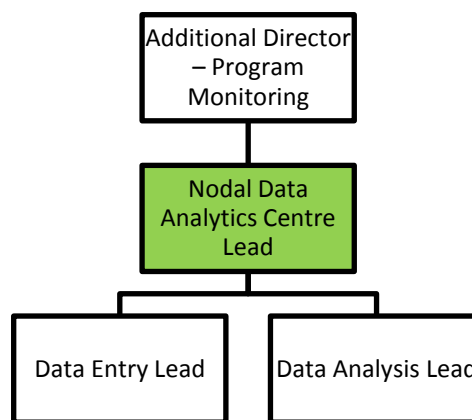
## Job Description



### 1. General Information

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | <b>Nodal Data Analytics Centre Lead</b>         |
| <b>Reports to:</b>     | <b>Additional Director – Program Monitoring</b> |
| <b>Department:</b>     | <b>Bihar Vikas Mission</b>                      |
| <b>Job Code:</b>       |   |

### 2. Organization Chart



### 3. Key Accountabilities

#### MIS System Development and Control

- Provide inputs and manage the development and maintenance of a centralized MIS system and dashboards for BVM, in collaboration with relevant BVM officials, in order to track the performance of various Departmental schemes and programs and monitor adherence to defined standards and procedures
- Lead development of MIS system user manuals and facilitate training for the Department employees as required, so that the concerned employees have the required user capability to enable delivery of BVM objectives
- Guide team in monitoring user access to the MIS system to ensure that the data is accessed by authorized users
- Lead the deployment of end user reporting tools across BVM to ensure convenience of data entry and reader usability

#### Monitoring & Analysis

- Oversee and provide guidance to own team to execute the data entry, monitoring, analysis and reporting activities and resolve any issues / escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making
- Track the progress of various Department projects, schemes and initiatives on a real time basis, provide periodic updates to relevant BVM officials (Mission Director, Member Secretary, Additional Directors etc.) and identify course corrections if required
- Provide required guidance and support to team to carry out complex quantitative and qualitative analysis, as and when required

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- Conduct periodic reviews (weekly, monthly, quarterly etc.) with relevant BVM and Department officials, discuss progress, highlight gaps and issues and devise corrective actions
- Review recommendations and insights provided by own team based on qualitative analysis of different Departmental programs and schemes, suggest changes as required and discuss with relevant BVM officials for validation and to facilitate decision-making
- Provide guidance to team to strengthen information and analysis using qualitative sector specific inputs such as international and national benchmarks etc.
- Liaise with Mission Director Office, Member Secretary Office and Sub-Mission Directors and ensure provision of required data, analysis and reports for their monitoring and reporting requirements as necessary
- Liaise with different Department PMU Leads and MIS & Analytics Cell Leads in Department PMUs and ensure provision of required support to facilitate monitoring and analysis at a departmental level, as required
- Address and troubleshoot issues and escalations and define and facilitate implementation of creative solutions to ensure timely and effective resolution, as required

### Data Entry

- Lead development of data collection methods and templates in collaboration with relevant BVM officials
- Oversee and provide required support to Data Entry team to ensure accuracy in data capture and mining
- Ensure consistency in data entry and use of defined formats and templates by own team for the same

### Reporting

- Provide insights to concerned BVM and other officials, at request or at own initiative, regarding quantitative and qualitative developments of various schemes and initiatives, by means of periodical and ad hoc reports and / or analyses
- Guide own team to prepare timely and accurate quantitative as well as qualitative reports to meet relevant BVM requirements

### Team Management

- Supervise the activities and work of subordinates to ensure that all work within own area is carried out in an efficient manner which is consistent with the defined policies and procedures
- Provide on-the-job training and constructive feedback to subordinates to support their overall development

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement
- Lead projects to enhance existing MIS reporting systems to ensure the organization's MIS systems are trustworthy source of relevant and timely data

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

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### Essential

- Bachelor's degree or higher (full time) in Statistics / Mathematics / Engineering / Science / Computer Application / Economics
- Minimum 5 years of post-qualification experience

### Preferred

- Less than 40 years<sup>#</sup> of age as on 1st January 2018
- Experience in project monitoring and data / business analysis
- Experience as Project Monitoring / MIS Lead / Head in state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) / private organization / multinational corporation
- Bachelor's degree or higher (full time) in Statistics / Mathematics / Engineering / Science / Computer Application / Economics from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD\* and / or QS World University Rankings, as updated from time to time

<sup>#</sup> Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years  
 Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years  
 Age limit for General (Female) domicile / resident of Bihar – 43 years

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

### 5. Knowledge and Other Skills

- Strong leadership, stakeholder management and interpersonal skills
- Strong understanding of Infrastructure / Agriculture / Social sector value chain and related processes
- Strong analytical skills including qualitative analysis and insight generation
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders

| 6. Competencies |  | Basic | Proficient | Expert |
|-----------------|--|-------|------------|--------|
| i.              | <b>Strategic/Innovative Thinking</b>       |       |            | ✓      |
| ii.             | <b>People First</b>                        |       |            | ✓      |
| iii.            | <b>Consultation and Consensus Building</b> |       |            | ✓      |
| iv.             | <b>Initiative &amp; Drive</b>              |       |            | ✓      |
| v.              | <b>Problem Solving</b>                     |       |            | ✓      |

| Basic  | Proficient                                  | Expert  |
|--|---|---|
| <i>Aware of principles and their application</i> | <i>Sufficiently competent to work alone</i> | <i>Competent to support and advise others</i> |

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