NATIONAL LAW UNIVERSITY, DELHI

PROJECT 39A

(FAIR TRIAL FELLOWSHIP PROGRAMME)

Dated February 02, 2021

CALL FOR APPLICATION: DATA ANALYST-MIS CONSULTANT, FAIR TRIAL FELLOWSHIP

Position: The National Law University, Delhi ("University") is seeking to engage on contractual basis, a Data Analyst-MIS Consultant for Project 39A's Fair Trial Fellowship programme (Programme) supported by a grant from the Azim Premji Philanthropic Initiatives. The Data Analyst will be responsible for the management, processing and extraction of relevant datasets created on the MIS for reports required for the Programme Implementation. He/she will proactively analyse data, set up data quality checks and assure quality into the Programme MIS. He/she will work with the Programme Team to combine domain knowledge (on CJS) with statistical techniques for identifying trends with the Criminal Justice System. The period of engagement will be for 8 months and any extension will be subject to the needs of the Programme and availability of funds.

About the programme: The Programme commenced in August 2018 and has established a Fellowship Programme to support empanelled legal aid lawyers under the District Legal Services Authority (DLSA) framework. The twin goals of the programme are to reduce the under-trial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, the programme includes a research as well as a litigation component. The programme currently has offices in Pune and Nagpur.

Number of Positions: One position

Role and responsibilities:

 1. Manage and process datasets created on the MIS through case detail entries, extract relevant data sets to create reports required for Programme implementation

2. Implement data entry and integration logic (for validation and cleaning) in the MIS, selecting appropriate combinations of methods and tools to ensure accuracy of data and optimise performance of the MIS

3. Set up data quality checks and quality assurance for case related data entry into the Programme MIS and set up mechanisms to clean field level data.

4. Proactively analyse data and work with the Programme team to combine domain knowledge (on CJS) with statistical techniques to identify trends with the Criminal Justice System.

5. Create and maintain rich interactive visualisations through data interpretation and analysis integrating various reporting components

 Eligibility Criteria:

1. Bachelor's degree in Statistics, Data Science, Mathematics, Economics, Demographics, Anthropology, Population Studies, Development Studies or related field. Advanced degree preferred

2. 2 - 4 years of work experience as a Data Analyst or in a related field preferred.

3. Previous work experience on social science projects and/basic knowledge of the criminal justice system is desirable

4. Demonstrated experience in handling large data sets, relational databases and analytics platforms with understanding of data integration issues (validation and cleaning) is desirable.

5. Advanced knowledge of MS Excel is essential and working knowledge of SPSS, Atlas.ti is desirable.

6. Ability to create visual reports, dashboards, and present to stakeholders on various softwares especially Tableau and Google Data studio is essential.

7. Proficiency in English is essential. Proficiency in Hindi and Marathi is desirable.

Compensation: Remuneration will be INR- 75,000 per month.

Application Process – Interested persons may send their resume and a covering letter explaining their interest in working on this programme. The covering letter must not exceed 700 words. Intimation regarding dates and selection rounds will be given to the shortlisted candidates by email.

Email: Interested persons must send their resume and covering letter to p39arecruitment@nludelhi.ac.in and the subject of the email should be **'Job Application for FTF-P39A MIS Consultant'**.

Deadline: Applications must reach us by **midnight of February 15, 2021** after which the applications will not be accepted. The shortlisted candidates shall be informed via email.

Note:

1. National Law University, Delhi is an equal opportunity employer.

2. Project 39A ensures access to legal representation for prisoners regardless of the offence.

3. National Law University, Delhi reserves the right to conduct interviews and not fill the position.

4. National Law University, Delhi is unable to cover the costs of attending interviews.

5. The position shall be paid under the grants received by Project 39A-FTF, National Law University, Delhi.

6. Only shortlisted candidates will be contacted via email. If you do not hear from us within 4 weeks of the deadline, please assume that your application has not succeeded. Unfortunately, we will not be able to reply to individual queries about the status of applications