

Job Description: Data Analyst

Position title: Data Analyst

Type: Contractual

Location: Delhi, India

No. of open positions: 02

Experience: >2 years

Reports to: Sr. Analyst/Research Lead

Candidates can apply by submitting their CV and filling out the required information via [this](#) link.

Job Summary:

Arcus Policy Research seek Data Analysts with a strong foundation in data management, cleaning and analysis. The selected candidate will support research projects in the Agriculture and Rural Livelihoods sectors.

Key Responsibilities:

- Assist in managing and maintaining large and complex datasets with high accuracy. Ensure data is organized, well-structured, and kept up to date at all times.
- Regularly clean and format data to handle frequent updates, errors, or inconsistencies.
- Maintain proper records and backups of all versions of the datasets for traceability.
- Support in building and updating dashboards using Power BI, Tableau, or similar tools.
- Collaborate with internal team to understand data needs and provide timely support.
- Be highly flexible and responsive to changes in data, tasks, and project timelines.
- Help in identifying data gaps, correcting mismatches, and ensuring data integrity across reports.
- Assist in automating repetitive tasks and preparing regular reports as required.
- Prepare data visualizations, reports, and presentations to communicate complex findings to both technical and non-technical stakeholders.
- Demonstrate adaptability in managing evolving data structures and project timelines.

Qualifications and Skills:

- Master's degree in economics, statistics, data science, relevant fields.
- Advanced knowledge of MS-Excel is a must
- Minimum 2-3 years of relevant experience in handling large and complex primary datasets.
- Strong proficiency in econometric and statistical analysis is preferred.
- Excellent written and verbal communication skills.
- Ability to work collaboratively across teams and contribute to project success.

Selection Process

- Candidates will be shortlisted based on their educational background, relevant work experience, and demonstrated expertise related to the role for which they are applying.
- Shortlisted candidates appear for a Technical Interview assessing the subject matter expertise, critical thinking, and problem-solving abilities, relevant to the specific job requirements.

About Arcus Policy Research

Arcus Policy Research (APR) is dedicated to conducting comprehensive research to drive impactful policy discussions and develop effective interventions for addressing critical challenges within the agricultural sector. We are passionate about delivering actionable recommendations to our clients quickly to achieve larger policy goals, brick by brick, providing support and services to a wide array of stakeholders, including small farmers' units such as farmer producer organisations, agricultural commodity traders/companies, research institutions, implementation agencies and governments. We are a team of passionate researchers who bring together diverse expertise and perspectives.

To know more about Arcus Policy Research's work, please visit our [Website](#) and [LinkedIn](#).