

Data Analyst

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for a Data Analyst who is responsible for collecting, processing, and analyzing data to generate actionable insights for decision-makers within MyGov and MyGov associated ministries and state governments. Need to use various data analysis tools, techniques, and statistical methods to extract valuable information from data sets and present their findings in a clear and understandable manner.

An ideal candidate should have work experience in data processing and generating the insightful analysis align with MyGov objectives and guidelines.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the position listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for a **Data Analyst**.

Interested candidates may apply in this form.

Position: Data Analyst

No. of Position(s): 1

Qualification: Graduate in any discipline

Experience: Min. 3-6 Years of experience

Roles & Responsibilities:

- **Data Collection, Cleaning, Segmentation and Exploration:** Gather and prepare relevant data to uncover actionable insights through thorough data cleaning and exploratory analysis.
- **Hypothesis Testing and Problem Solving:** Validate assumptions and draw data-driven conclusions to tackle complex business challenges.
- **Time Series Analysis:** Analyze data over time to detect trends and make future predictions, enhancing decision-making processes.
- **A/B Testing:** Conduct experiments to evaluate the effectiveness of different strategies and options, informing operational choices.
- **Operational Efficiency:** Improve processes and workflows through data-driven optimizations while ensuring data governance practices for quality, security, and compliance.
- **Dashboard Development:** Create visual dashboards for real-time monitoring and decision support, facilitating data forecasting and trend analysis.
- **Root Cause Analysis:** Identify underlying reasons for issues based on data evidence, leading to informed problem resolution.
- **Text and Sentiment Analysis:** Analyze textual data to extract insights and sentiments from diverse text sources.
- **Geospatial Analysis:** Study data with geographic components to understand location-based patterns and inform strategic decisions.
- **Data Integration:** Combine and harmonize data from various sources to enable comprehensive analysis and insights.
- **Machine Learning Support:** Leverage machine learning algorithms to automate tasks and make predictive analyses that drive business strategy.
- **Ethical Considerations:** Ensure all data handling aligns with ethical guidelines, respecting privacy and fairness principles in data usage.

Qualifications:

- Strong analytical skills and experience using google analytics and other data analysis tools.
- Expertise in analytics of all social media & digital marketing platforms, KPIS & reasoning.
- Excellent written and verbal communication skills.
- Proven ability to multitask, prioritize, and manage time effectively.
- Strong attention to detail and a commitment to accuracy and quality.
- Team player with the ability to collaborate effectively with colleagues and stakeholders.
- Proficiency in data analysis tools and software e.g., Python, R, SQL, and Microsoft excel.

- Strong knowledge of statistical methods and data visualization techniques.
- Experience with data visualization tools like Looker Studio, Tableau, Power BI or any other
- Familiarity with data querying and manipulation.
- Attention to detail and the ability to work with large and complex datasets.
- Strong problem-solving and critical-thinking skills
- Effective communication skills to convey complex findings to non-technical stakeholders.
- Work Location: Delhi.