Technology Associate

About Peepul

Peepul is an education-focused non-profit. Our work is aimed at transforming children's lives through quality education. Formerly known as Ark India, we have been in India since 2010, and have partnered with government and non-government agencies to execute high-impact education programmes, focused on raising the standard of education in government schools. We exist to show that with the right education, every child can succeed, regardless of their background.

We started supporting our first school in July 2015 in Lajpat Nagar III, Delhi, in partnership with the South Delhi Municipal Corporation (SDMC), which runs 600 primary schools. When we started, only 9 students were enrolled in KG and Grade 1. Through our interventions and focus on quality, we have been able to increase the enrolment over the last two years, and we currently serve over 370 students from the most disadvantaged communities. In addition to enrolment, there has been a significant improvement in retention, attendance, and learning outcomes.

The success of this school enabled us to start supporting two more schools in July 2017, in Amar Colony and Jeevan Nagar, thereby catering to over 550 students across our network. In addition to this, we are partnering with the SDMC to conduct an in-service teacher training programme, which will run through the academic year. This academic year, we will be working with 225 SDMC teachers to build their capacity. Our aim is to create systemic impact and develop a replicable and sustainable model and curriculum that can be used by the government to formulate strategies. We are working towards building a network of high-performing fee-free schools that serve children from the most disadvantaged backgrounds.

Website: http://peepulindia.org/

Job Description: Technology Associate
Reports to: Project Lead
Location: New Delhi, India
Start date: April 2019
Salary: Commensurate with experience
Contract length: 1 year initially – potential for extension as per project requirements and performance.

Responsibilites: Technology Associate

Peepul is hiring a Technology Associate and the duration of the project will be one year and may be extended based on the requirements of the project. The Technology Associate will report to the Project Lead and will be responsible for conducting data analytics to provide necessary insights and also provide insights for technology design improvement.

Responsibilities include but are not limited to:

1. Extract, update, maintain, retrieve and prepare data from the school evaluation process for analysis by sorting, cleaning and reviewing existing information.
2. Review data on school performance from the School Development Index to identify indicators for school improvement for case study documentation.
3. Analyse data and school report cards from the school evaluation process to track trends in indicators and provide necessary insights for analysis.
4. Support with the data analysis requirements for both qualitative and quantitative data analysis.
5. Provide insights on the quality and formats of dashboards developed to track school performance and assist with improvements in the dashboards as required.
6. Support the PMU with the design of data collection templates and forms as and when required.
7. Assist the PMU on best practice documentation in appropriate formats including both written and audio-visual formats.
8. Checking source documents for data accuracy and quality.
9. Maintain and update internal and external database containing programmatic and operational information.
10. Provides technical support in the use of personal computer hardware, software.
11. Sets up and configures desktop computers, peripherals and accounts.
12. Installs software and installs and repairs hardware and peripherals.
13. Tests and troubleshoot programs.
14. Troubleshoots, diagnoses problems, implements corrective action procedures and/or escalates to other technical resources as appropriate.
15. Serves as technical resource to all Peepul Projects.
16. Administers user accounts and emails.
17. Designs and produces reports for management.
18. Researches and recommends system equipment upgrades and new system procurement.
19. Troubleshoots, repairs and maintenance for computer equipment (e.g. microcomputers, disk drives, and printers) tests personal computers and peripherals on a network to diagnose, hardware versus software problems.
20. Acts as a customer liaison for the computing operation, communicating, resolving, and/or initiating the resolution of problems and concerns.
21. Works with hardware and software vendors to resolve equipment failures/problems.
22. Assists with technical inputs for all Peepul projects.
23. Prepare monthly operational reports.
24. Peepul website management.
25. Manual data backup for office and senior management team.
26. Assist with any other technology requirements as necessary.

Skills required

Experience
- Bachelor's degree in IT, data analytics or a related field
- At least 3-4 years of total work experience, with preference for candidates with experience working in education
- Prior experience of creating dashboards on any platform.

- Experience managing large-scale data sets and working on data analysis platforms.
- Advanced knowledge of Excel and other MS Office applications.

Behaviours
- Attention to detail
- Patience to handle and manage large data sets
- Self-starter and ability to work independently
- Performance orientation - sets and achieves high standards for self and others
- Strong interpersonal, written and oral communication skills
- Flexible and adaptable style, responding positively to changing demands

Recruitment Process
To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to indiarecruitment@arkonline.org, **ensuring you specify the role you are applying for in the subject line of the e-mail**.