

STIR Data officer Delhi – Job Description

About STIR Education

STIR Education is a fast-growing international NGO, currently operating in India and Uganda.

STiR's aim is to address the learning crisis in the developing world by empowering teachers to be changemakers. We support teachers to re-imagine their role in leading change in their classrooms, schools and the wider education system. We see teachers as the solution to the learning crisis, rather than the problem. Having launched in Delhi, India 3.5 years ago with just 25 teachers, there are now 25,000 teacher changemakers across India and Uganda, working in government, NGO and affordable private schools.

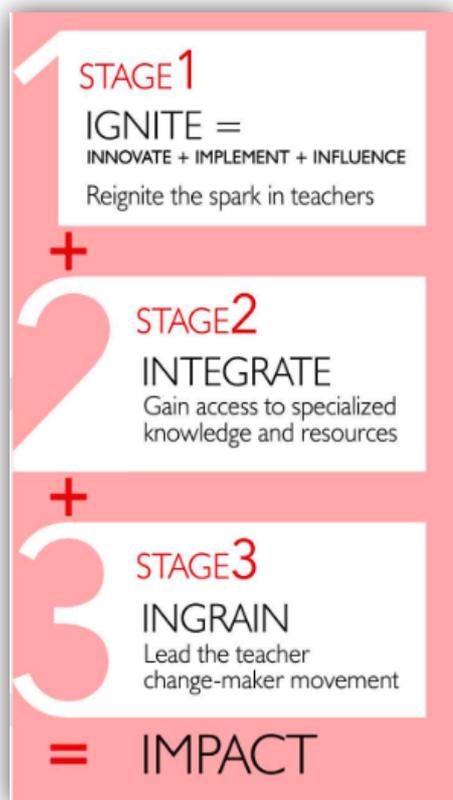
Our **vision** is to have **120,000 teacher changemakers** in the movement by **2020**, impacting learning for **4.5 million children**. By **2024**, we aim to have **1 million teachers** in the movement, impacting learning for around **40 million children**.

STiR's exciting journey took several huge steps forward with the signing of the Memorandums of Understandings with the Uttar Pradesh Government (SCERT) in 2013 and with the Ministry of Education and Sports in Uganda, through which we are embedding STiR's teacher changemaker model directly within those government systems.

We have grown into a vibrant team of 80 enthusiasts working across our offices in London, Uganda, New Delhi and Lucknow. This cross-cultural team has a strong mix of education, business and social entrepreneurship experience – from founding Teaching Leaders, an education non-profit that attracted over \$25m in scale up capital; to former employees of Teach First, Teach for India, Google, J-PAL, Gandhi Fellowship, Booz & Co, Citibank, Nomura and Tech Mahindra; in addition to 30 years of collective teaching and school leadership experience.

Our Global Advisory Board includes the World Bank's Chief Education Economist; chief advisor to UN Education special education envoy Gordon Brown; Professors James Tooley and Eric Hanushek; a global Director at Pearson; the co-founder of Teach for All; and the former Permanent Secretary for Education for Uganda. Our India Advisory Board includes the CEOs and Directors of some of India's most progressive education reform organisations – Central Square Foundation, Bharti Foundation, JPAL, Pratham and Akanksha.

STiR is fortunate to be funded by some of the world's leading foundations and development agencies, including USAID, the Macarthur Foundation, the Mastercard Foundation and the Draper Richards Kaplan Foundation.



The Problem we seek to solve

Over 90% of all children in developing countries are now enrolled in school – a remarkable achievement! Yet when in school most children hardly learn anything. We know teachers make the biggest difference in whether children learn – yet many teachers are absent from school, poorly motivated and inadequately skilled. More fundamentally, teaching is not seen as a true profession, with a pivotal role in shaping life-chances for all children, either by teachers themselves or by society at large.

Our 3-stage model

We motivate, network and empower teachers to become committed, skilful and influential changemakers and practitioners – so they can improve their own teaching, as well as contribute to wider teacher-led movement for change, in order to improve children’s learning. We REIGNITE the motivational spark within teachers, through recognising their existing efforts (their micro-innovations in the classroom) and networking them together to become changemakers, so they can lead improvement and influence peers; CONNECT (Integrate stage) them to external support and resources to sustainably improve their practice; and HAND OVER OWNERSHIP (Ingrain stage) of the movement to teachers themselves over time.

Job Description

In order to effectively measure the impact of the programme at large scale, STiR is looking to hire a Data officer to manage large amount of STiR data with high degree of speed, accuracy, and attention to detail.

As a Data officer, your key priorities will involve the following:

- Support STiR M&E India Lead and Delhi Secondary & Karnataka Programme leads in ensuring prompt and accurate data collection and entry in electronic database
- Enter and store STiR various data formats from in the computer system or STiR database, files and forms.
- Support with the migration of data on to STiR Tech platforms includes software, app etc.
- Maintain and update STiR internal and external database containing programmatic and operational information
- Update, maintain, retrieve, and prepare data for analysis by sorting, cleaning and reviewing existing information
- Checking source documents for data accuracy and quality
- Transcribe any qualitative data gathered in audio or video format in Hindi or English as required.
- Collaborate with M&E lead to ensure learning from monitoring data (including communication of learning) and capacity building on data management and analysis among program teams
- Oversee management (including data collection, entry, cleaning, etc.) of external data (e.g. at district level) to assess behavioural trends, and work with M&E lead on analysis
- Support on data requirements of ongoing studies (e.g. teacher motivation surveys, etc.)
- Support on qualitative studies (e.g. portfolio analysis data entry, etc.)
- Support the monitoring and evaluation team in the design of data collection templates and forms as and when required

- Comply with data integrity and security policies
- Working closely with India M&E Lead and coordinating with Delhi and Karnataka programme teams as required.
- Would prefer a person who takes initiatives and work independently with minimum support.
- As STiR is a growing organization, support on any additional tasks as required.

Required Skills & Experience

The ideal candidate would have **demonstrated interest in managing and handling large amount of data.** Candidates with prior experience preferred.

- Graduate/Diploma in any academic discipline
- Proficiency in using computer, tablet, smart phones
- Accurate keyboard skills and proven ability to enter data at the required speed
- Proficient in using MS Excel (using Pivot, Vlookup, linking multiple files etc.) and other relevant software. In addition to this, having knowledge on using macros and VBA would be preferable.
- Experience in managing the collection of data preferred
- Preferably has knowledge about using and managing databases (such as Microsoft Access preferred)
- Proficient in speaking and understanding English to be able to understand and translate documents in English to Hindi or vice versa

Personal Qualities

- Attention to detail
- Patience to handle and manage large data sets
- Information management and the ability to provide relevant information on time
- High degree of planning and organising
- Ability to work under time pressure
- Flexibility and a willingness to adapt and collaborate with the team
- Demonstrated maturity to work in the fast paced environment
- Humility as you work with people from a wide variety of backgrounds and experiences
- Creative – especially in terms of finding ways to overcome the challenges of managing data sourced by different team and at different time
- Open and keen to learn new software, tools, and improve and grow with the organisation
- Highly organized and professional in approach to manage information

Application Process

Position Type: Permanent (With 3 months of provisional period)

Location: Delhi

Starting Date: 1st Feb 2017

- In a cover letter (**no longer than one page**) please share with us why you are interested in becoming the STiR India M&E Data Officer and why you think your experience makes you a suitable candidate to advance STiR's mission to create a movement of teacher changemakers.
- Please also send a copy of your CV (**no longer than 3 pages**) and details for three professional referees to psingh@stireducation.org before **10th Dec, 2016**, 5.00pm India local time. In the subject line of your email, please write **STiR India Delhi: M&E Data Officer**

For more information about STiR and our mission please visit www.stireducation.org

Due to a high number of applications, unfortunately we will only be able to contact those that have been shortlisted. Female candidates are encouraged to apply. We recognise local contexts and assure safety and security for all our employees.

STiR Education is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, sexual orientation, or any other legally protected status.