

## Job Description

### Designation: Sr. Data Analyst

**Contract Period:** initially for a period of one year, which may be extended up to three years on a need basis

**Salary:** Rs.60,000 /- (Rupees sixty thousand per month)

### SCOPE OF WORK:

- Perform data visualization, data mining, reporting, time series analysis (including predictive techniques), online analytical processing (OLAP), statistical analysis, ETL, standardized reporting, ad-hoc analysis, query & reporting, unstructured analytics etc.
- Create Power BI visualization of Dashboards & Scorecards (KPI) for all the stakeholders.
- Manage Reporting systems, troubleshooting daily issues, and integrating existing databases with numerous external data source including (SQL, Visual Studio 2010, Excel, & Access).
- Design and implement multiple dashboards using Power BI - PowerPivot & Power Query tools for in house metrics.
- Run complex and high volume ETL processes, create stored procedures and SQL queries to pull data into power pivot model.
- Write complex DAX functions in Power BI and Power Pivot. Develop tabular queries for efficient analysis of report using Pivot/Un pivot in Power BI.
- Develop PowerPoint presentations to visualize data with Geo Location Information. Create In-depth data Reports using Charts, and Power BI.
- Use Advanced Excel Functions to Slice/ Dice Data and interpret it. Extensively use SSIS transformations such as lookup, merge, derived column, data conversion, conditional split and aggregate for creating SSIS ETL Solution.
- Generated Sub-Reports, Drill down reports, Drill through reports and Parameterized reports using SSRS for Different District by Monthly and Quarterly Report.

- Develop Data-Driven and Cost-Driven Key performance indicators (KPIs) for monitoring the effectiveness of modules and tasks in Application Development.
- Visualize and monitor the KPIs and prepare reporting results to Leadership.

### **Education:**

- This engagement requires a dynamic, experienced and analytical IT professional with demonstrated experience of developing and managing large scale system Integrated systems. The requisite qualification for the engagement is
- Bachelor's Degree in Computer Science, Information Technology or any related field are preferred. Applicants with Non-computer science Bachelor degree with relevant work experience can also apply.

### **EXPERIENCE & SKILLS REQUIRED**

Must have 3+ years' experience as a Data Analyst in the management of commercial IT systems in any sector.

- Excellent Power BI, Power Query and Advanced Excel Skills.
- 1+ years of people management experience.
- Good knowledge in Databases: SQL Server, SSIS, SSAS, SSRS, Visual Studio 2010, MS Access.
- Languages: DAX, MySQL, Tabular Cubes, VBA
- Good Knowledge in Power BI, Excel - Power Pivot & Power Query, PowerPoint & Data Models.
- Good knowledge of Project management tools Microsoft Project Management, Asana.
- Strong mathematical skills to help collect, measure, organise and analyse data.
- Strong analytical and conceptual skills.
- Good Presentation skills
- Knowledge of data modelling, data cleansing and data enrichment techniques
- Fluency in spoken and written English & Tamil is a must

### **Selection Process:**

- The shortlisted candidates will be asked to attend the written test followed by a face-to-face interview. DWDA will notify the shortlisted candidates of the time, date, and format of the written test and interview.

**Application Procedure:**

Potential candidates are invited to submit their applications for the position of Senior Data Analyst to The Director, Directorate for Welfare of the Differently Abled. Application forms can be downloaded from [www.scd.tn.gov.in](http://www.scd.tn.gov.in). Completed applications can be submitted via Tapal/Courier services at No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005. In addition to the physical submission, candidates are requested to send their resumes accompanied by a cover letter via e-mail to [dwda2024@outlook.com](mailto:dwda2024@outlook.com) . Please use the subject line "Senior Data Analyst - 2024" in your e-mail correspondence.

**General Conditions:**

- During the contract period, the incumbent will be located at the Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005.
- The incumbent will have to attend office at DWDA on all working days unless he/she is on official tour as approved by the Director or allowed to work from home by the Director. He/She may also be required to attend office on holidays as and when desired by the Director to dispose of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.