



Job Posting (1/2020)

Job Title: Lead - Data Management

Location: B-29, Qutub Institutional Area, New Delhi – 110016

General Description

The position of Lead - Data Management is a new opening requiring the services of a competent person primarily for Athlete Data Management. He / she will also develop, assist and maintain data collection, data management, archiving, etc., as needed for other projects. Candidate should be able to start immediately.

Specific Duties

- Data collection, data entry and data management on the specific portal for Athlete Database Management of National Olympic Committees;
- Preparation and compilation of database as required for new projects;
- Support in data-related assistance, as necessitated;
- Develop methods to effectively collate and maintain data;
- Assist in event operational data; and
- Assist in the preparation of analytical reports.

Qualification and Skills

- Minimum qualification of bachelors degree (BA/ B Sc/ B Com);
- Direct two years experience in data collection, data management and analysis;
- Advanced knowledge of Microsoft excel;
- Good understanding of database functionality, structure and knowledge of basic statistics;
- Ability to produce accurate and well-presented data; and
- Knowledge of G-Suite and other similar office tools/ software/ products.

Organisational and Personal Skills

- Good organizational skills;
- Must be self-motivated, detail oriented, highly organized, and able to meet deadlines;
- Able to work-well in a team environment;
- Ability to manage complex and stressful situations often involving multiple stakeholders;
- Keen sense of confidentiality; and
- Integrity, diplomacy and discretion.

To apply for this role

- Send your CV together with copies of certificates and a formal letter of application outlining your suitability to ioaed@olympic.ind.in on or before 5pm on Wednesday, 15 February 2020; and
- Provide name and contacts of two references.

Selection Process

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for a interview and will be required to produce original documents authenticating the information submitted in their application. The date of interview will be advised to the short-listed candidates in due course.