

Offer of Employment – Statistician/Data Analyst

Closing date: 1 November 2008 or ASAP

Starting date: ASAP

Duty station: New Delhi, India

About us

The Micro Insurance Academy is a Delhi-based Charitable Trust (NGO) dedicated to training, research, and advisory services for microinsurance units serving the poor. At present, we are the first and only institution dedicated to training community-based micro health insurance schemes in insurance domain knowledge.

We empower communities to protect livelihoods using microinsurance as a means of risk management. In a nutshell, “we help communities manage risks from the ground up.” Learn more about the Micro Insurance Academy & our work in microinsurance by visiting our website: <http://www.microinsuranceacademy.org>

Job Description:

The MIA is a rapidly expanding Indian NGO based in New Delhi, working with NGO partners all over India and in the region. MIA helps these partners to develop localized microinsurance schemes, reflecting local cost and incidence rates and to evaluate the impact of these schemes on clients' financial protection. MIA seeks to strengthen its research team with a statistician/data analyst for these tasks. The incumbent will report to the Director (Research), and will deal with matters related to conducting and data analysis of baseline and impact surveys. Specific tasks include:

- Contribute to survey design
- Define sample size and sampling procedure for different requirements
- Conduct quality control during field work
- Process and analyze qualitative and quantitative data for baseline and impact surveys
- Assist in standardizing analysis and data cleaning procedures (syntax development)
- Summarize findings into technical reports and articles
- Design worksheets, table formats, charts
- Verify statistical results, and data sets used in statistical section of technical documents
- Coordinate with field investigators and ensure timely delivery of results
- Perform meta-analyses by pooling data from several studies
- Performance of other duties of a similar nature as required.

Qualifications required:

- Advanced Degree in Statistics, Math or related field
- Advanced computer skills including statistical software applications such as STATA and SPSS
- Advanced computer skills especially in Excel
- Proven experience in quantitative and qualitative research and analysis
- Proven experience in sample size definition and sampling design
- Experience in running simulations are an advantage (primarily STATA, Excel)
- Excellent communication skills with proficiency in English and Hindi
- At least 2 years experience in research methodologies



MICRO INSURANCE ACADEMY
a project of SUB (Survajan Unnati Bodhini)

- Ability to work independently and provide results within a strict timeline

Remuneration:

The MIA will offer a competitive package of salary and benefits commensurate with experience and skills. The package will be based on a base salary and an annual “loyalty bonus” for applicants staying longer than one year. This is purposely done to discourage applicants looking for a short term assignment from applying.

Applying:

Full applications (Résumé plus cover letter) should be sent by email to hr@mia.org.in with “Statistician/Analyst application” in the subject line.

Note: Please be sure to include current and expected salary and earliest possible start date in your email. Applications without this information will NOT be considered.