

JOB DESCRIPTION

Job Title	Coordinator - Data Management and Business Analysis	Grade	H
Department	Resource Mobilization & Operations	Reporting to	Direct:- Director – Resource Mobilization
Location	National Support Office (Delhi)	Contract duration	Regular

ABOUT BAL RAKSHA BHARAT

Bal Raksha Bharat (also known as Save the Children) is India's leading independent child rights organisation. It is a member of Save the Children movement that operates globally with the mission to inspire breakthroughs in the way the world treats children and achieve immediate and lasting changes in their lives. We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their fifth birthday
- All children learn from a quality basic education and
- Violence against children is no longer tolerated

We run programmes in the remotest corners of India and urban areas in the areas of Health & Nutrition, Education, Child Protection and Livelihood & Economic Wellbeing in order to facilitate quality education, healthcare and protection from harm and abuse and life-saving aid during emergencies to children.

ROLE PURPOSE

The primary purpose of this role is to support the Partnership team in data collection, ensuring data quality, and conducting analysis to provide actionable business insights that aid senior management in decision-making. The role serves as a key interface between the Operations, program and Resource Mobilization teams, ensuring seamless information gathering, process documentation, and validation with the Senior Management Team. Additionally, this role is responsible for implementing and supporting management information systems across multiple departments, identifying challenges and opportunities, and delivering solutions that align with the organization's strategic goals.

SCOPE OF ROLE

Reports to: Director – Resource Mobilization

Staff reporting to this post: NA

Budget Responsibilities: NA

Context: Development / Humanitarian

KEY AREAS OF ACCOUNTABILITY

- Maintain, analyze and interpret a variety of current and historic data, including data cleaning, sanity checks, missing data and draw out key findings, descriptive analysis and trend analysis.
- Provide consolidated Summaries of incomes and expenses and historical data to the LC as and when required.
- Responsible to maintain the RM Income Budget and provide regular updates to Director – RM.

- Help RM director to keep a track of individual and team targets and achievements.
- Developing Strategic Quarterly presentations for the Governing Council meetings.
- Provide analysis by Income Type and Theme to the FIRM subcommittee.
- Provide updates on Budget Vs Actual by tracking the monthly/ quarterly/ half yearly/ yearly and YTD performance of CP/ IP/ IG.
- Develop RM team MIS , build team capacity on use of MIS, consolidate and share the regular reports and analysis in terms of trend , kind of donors, income projections etc.
- Monitoring of secured/ pipelines and target income and keep a close check on Variance and assess reasons for shortfalls.
- Coordinate with MIS lead in IG and help in consolidating the RM income /projection reports in alignment with IG and finance team.
- "Work Closely with Award Management team and the Finance team to ensure operational efficiency. Close monitoring of New Grants signing with awards, reconciling funds banked numbers with finance on a monthly, quarterly and YTD basis"
- Cash flow automation and any other financial report development as expected by the Finance Team.
- Understanding the issues in automating the Bank Reconciliation Statement in Agresso, as the team is stuck on this and trying to find a solution.

BEHAVIOURS (Values in Practice)

- **Accountability**
- **Ambition**
- **Collaboration**
- **Creativity**
- **Integrity**

QUALIFICATIONS

- A post graduate degree / diploma / certificate in business analytics, data management or related field

EXPERIENCE AND SKILLS

- A minimum of 5 years of experience in business analysis or a related field.

KEY COMPETENCIES

Technical competencies

- Excellent analytical, mathematical and creative problem solving skills.
- The ability to influence stakeholders and work closely with them to determine acceptable solutions.
- Advanced technical skills.
- Experience creating detailed reports and giving presentations.
- Excellent knowledge of MS office , spreadsheet data software , Power BI, CRM and advance use of AI tools
- Experience working with senior decision makers.
- Experience working in a team-oriented, collaborative environment.

Generic Competencies

- *Being the Voice of Children:* Utilises being part of a global movement to promote change in the policy and public sphere on child related issues
- *Advancing Equality & Inclusion:* Drives an enabling environment for gender equality and inclusion, and prioritising the most deprived and marginalised children
- *Builds & Strengthens Partnerships:* Inspires others to embrace the values and principles that underpin partnerships and the localisation agenda
- *Child Rights:* Promotes the rights of children in own work and in work with colleagues and peers

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

CHILD SAFEGUARDING

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Level 1: The role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed.

Safeguarding our Staff

The post holder is required to carry out the duties in accordance with the BRB's anti-harassment policy.

Equal Opportunities

Bal Raksha Bharat aims to be an equal opportunity employer. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. Women candidates are encouraged to apply.