Data Officer: Job Opening at GATE-JAM Office, IISc

GATE JAM Office, IISc invites applications from qualified and talented applicants for an administrative contractual position – Data Officer – to manage various data and communication related operations.

No. of positions: 1

Work Description: The responsibilities include

- Data analysis, visualization and preparation of statistical reports.
- Management of social media handles and website content.
- Preparation of outreach material preparation and dissemination.
- Communication and coordination between other zonal GATE-JAM offices across the country.
- Any other duties as assigned by the GATE-JAM, IISc Chairpersons from time to time.

Desired Skill-set:

- Proficiency in coding in R/Python/Excel with ability to handle large datasets.
- Website management (html, java, php, wordpress, etc.).
- Plotting and visualization skills.
- Excellent writing and oral communication skills in English.
- Strong interpersonal skills and collegiality.
- Taking initiative, being enthusiastic, and flexible with regard to timing and work, willingness to work toward short deadlines

Previous work experience that demonstrates these skills will be beneficial.

Qualifications: A PhD is desirable, but a Bachelors/Masters degree in Science/Engineering, with the above mentioned skill-set would be considered.

Duration: This is a contractual position. The first four months would be the probation period, and upon successful completion, the contract would be extendable up to two years.

Designation and Salary: Depending on the qualification and experience, we will consider one of the following positions.

- Senior Project Associate: Masters in Science or Bachelors in Engineering/Technology from a recognised university with four years of experience: Rs 42,000 + HRA.
- Project Scientist-I: Doctoral degree in Science or Masters in Engineering/Technology from a recognised university: Rs 56, 000 + HRA.
- Project Scientist-II: Doctoral degree in Science or Masters in Engineering/Technology from a recognised university with three years of relevant experience: Rs 67,000 + HRA.

Flexibility in pay is possible for exceptional candidates.

How to apply: Prepare a single PDF containing the following documents:

1) A cover letter that highlights your relevant skills and prior experience.
2) CV with complete contact details of two referees.

Deadline is December 25, 2022 but we encourage early applications since we plan to begin reviewing applications by Dec 15th. The applications may be addressed to The Chair, GATE-JAM, IISc and sent by email only to chair@iiscgate.in with cc to vicechair1@iiscgate.in, vicechair2@iiscgate.in. Shortlisted candidates will be invited for an interview.