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.