Position: Data and Technology Associate

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: January 10, 2025

A. Job Description:

The All India Disaster Mitigation Institute (AIDMI), a pioneering NGO at the forefront of humanitarian action, disaster mitigation, and climate change adaptation, is seeking a motivated and innovative **Data and Technology Associate** to join our team. This role offers an exciting opportunity for final-year students or recent graduates to apply their skills in data science and technology to address critical humanitarian and climate challenges. As part of our vibrant team, you'll work with cutting-edge tools to analyse climate and disaster datasets, shape data-driven policies, and contribute to transformative disaster risk reduction strategies. If you're passionate about using technology and data to make a real-world impact, this position is your chance to drive meaningful change while building a rewarding career. This is a one-year contract with the possibility of an extension. We encourage women, *Dalits*, disabled, and minorities to apply.

B. Roles and Responsibilities:

1. Data Analysis and Processing:

- Conduct thorough reviews of climate change and disaster datasets from public sources in India, including statistical tables and geospatial data.
- Use Python, QGIS, and R to clean and process these datasets for in-depth analysis.

2. Relational Database Development:

- Create a relational database for all data and metadata related to AIDMI's operational work.
- Collect, organise, translate, and manage surveys and survey-related information in a structured format.

3. Monitoring and Evaluation (M&E) Dashboard Development:

- Build an M&E dashboard using survey data, defining and mapping KPIs to assess, respond to, and support practices for improved monitoring and reporting.

4. Technological Needs Assessment and Implementation:

- Evaluate AIDMI's technological needs, including hardware and software requirements.
- Manage, source, and roll out necessary solutions to improve organisational efficiency and capacity.

5. **Data Organisation and Cloud Migration:**

    ● Assist in organising AIDMI's offline and online operational data by setting up a cloud or drive-based server.
    ● Collaborate with AIDMI team members to prepare and execute a migration plan for structuring all local data on the server.

6. **Document Digitisation:**

    ● Complete the digitisation of the remaining 40% of AIDMI's documents, similar to prior efforts with Experience Learning Series (ELS) and Southasiadisasters.net.
    ● Organise digitised data within the relational database for seamless access and use.

7. **Spatial Analysis and Visualisation:**

    ● Perform spatial analysis to identify patterns, trends, and correlations in geographic and location-based data using Python and/or R.
    ● Create dashboards, reports, and visualisations to communicate insights effectively to stakeholders.

8. **Research and Publications Support:**

    ● Provide assistance with data processing and analysis to support AIDMI's research and publication efforts.
    ● Collaborate with the team to organise and present results effectively.

9. **Policy Implications Understanding:**

    ● Align data analysis with AIDMI's mission by understanding the policy implications of datasets and supporting disaster risk reduction and climate adaptation.

10. **Collaborative Problem-Solving:**

    ● Work closely with cross-functional teams to address challenges in disaster management and develop analytical solutions.

11. **Continuous Learning:**

    ● Stay updated on advancements in data science, particularly those relevant to humanitarian responses and disaster risk reduction.

C. **Preferred Qualifications:**
    ● Bachelor's degree in Humanities, Statistics, Data Science, or a related field.
    ● Demonstrable experience with Python and/or R, particularly in spatial analysis and data processing.
    ● Basic knowledge of SQL and data pipeline management tools.
    ● Familiarity with mapping and data visualisation tools.
    ● Strong analytical and problem-solving skills.

- Excellent communication skills, capable of presenting complex data in an accessible manner.
- Passion for humanitarian work, with a special focus on disaster mitigation and climate change adaptation.
- Eagerness to work in a fast-paced, interdisciplinary environment, responsive to emergency situations.

D. About AIDMI:

AIDMI is a community-based action planning, research, and advocacy local organisation, dedicated to bridging the gap between policy, practice, and research in disaster mitigation and climate change adaptation. Established after the 1987-89 Gujarat droughts, we have expanded our reach to various regions in India and Asia, focusing on building resilience and promoting disaster risk mitigation. For more details, visit www.aidmi.org.

E. AIDMI Offers:

- A vibrant, young team with diverse expertise in disaster management, social sciences, urban planning, and more.
- Opportunities to work with partners like Harvard University, Lakshmi Mittal and Family South Asia Institute on humanitarian and climate use cases.
- Exposure to a broad network of national and regional stakeholders in disaster mitigation and climate change resilience.

Interested candidates should submit their application using this link: https://aidmi.org/application-form/. The full selection process will include suitable assessments and interviews.

1. Detailed CV
2. Cover letter
3. Two professional references
4. Writing sample

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