



## TERMS OF REFERENCE

**(Position: Data Analyst)**

**No of Positions: 2**

**Location: Chennai (Full-Time - Contract)**

### **Background:**

Government of India has set up the Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It was being converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar Islands.

MEPZ Zone Chennai spreads to a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

### **Job brief:**

We are looking for a passionate Data Analyst who will turn data into information, information into insight and insight into business decisions. Data analyst responsibilities include conducting full lifecycle analysis to include requirements, activities and design.

### **Responsibilities:**

#### **Overview:**

The work will be undertaken under the supervision of the Officer in charge of the team and in close collaboration with relevant team members. The data Analyst's main task will be to develop analysis and reporting capabilities, monitor performance and quality control plans to identify improvements.

#### **Tasks and Deliverables:**

The data analyst's work and deliverables will include:

- Interpret data, analyse results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyse, and interpret trends or patterns in complex data sets.
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work with management to prioritize business and information needs.
- Locate and define new process improvement opportunities.



## **Qualifications:**

### ***Education and Work Experience:***

Candidates must have a degree in Mathematics, Economics, Computer Science, Information Management or Statistics from a premier institute and has proven work experience of 3-5 years as a Data Analyst or Business Data Analyst. Candidates should provide a portfolio containing examples of their achievements.

### ***Technical Skills and Expertise:***

- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks).
- Knowledge of statistics and experience using statistical packages for analysing datasets (Excel, SPSS, SAS etc).
- Strong analytical skill with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at queries, report writing and presenting findings.

### ***Core Competencies:***

- **Professionalism** - Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- **Communication** – Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning and Organizing** – Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.
- **Technological Awareness** – Expert knowledge in the field of Data Analysis or Business Data Analysis
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field of expertise.

### ***Languages:***

Fluency in English and Tamil is essential.

### ***Age:***

He/she should not be more than 35 years of age on the date of issue of the recruitment notice.

### ***Application process:***

- The aspiring candidates may apply through email (Email ID: [ddc2@mepz.gov.in](mailto:ddc2@mepz.gov.in)).
- The subject of email shall be "Application for -----Name of the Post-----  
-----/ -----Name of the Candidate."



- There is no registration / application fee.
- The last date for receiving application is -----

**Selection Process:**

- Out of the total applications, suitable candidates will be shortlisted for personal interview.
- Candidate will be selected based on personal interview by Selection Committee.