



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad 500030

Advertisement No. CHRD/SAGY/MoRD/2019/01

Job Description for the SAGY project post of 'ETL Tool Specialist'

Role	Associate ETL (Extract, Transform & Load) Tools
Reporting to	Director (SAGY), MoRD, New Delhi
Function:	Technology
Salary	Rs.60,000/- per month
Timelines:	One year
Experience	Minimum 3 as a ETL Tool Specialist
Age	Below 45 years

Role Description

Provide expert guidance for selection, deployment and usage of the ETL tool; oversee creation of software code by the NIC and other organizations for the collection of data and dissemination of information to ensure smooth uploading of data; undertake performance assessment of deployed tools on an ongoing basis.

Competency Based Job Description

Data extraction

- Understand the data format & data requirements of the SAGY and the data format & data availability at the Source units like Charge Officers, Nodal Officers, and State Governments.
- Consolidate data from different source systems having different data or formats & identify the data points to be extracted from the source; decide on a single format which is appropriate for the transforming process.
- Ensure parsing of extracted data in order to check if the data meets the expected structure.

Data transformation

- Provide oversight for creation of codes for solutions for the SAGY application by the NIC and other organizations based on an understanding of the data formats of the SAGY Applications and Source Systems

- Identify data points to be extracted from the source systems for loading into the SAGY database
- Design transformation process to meet the organizational and technical needs of the target database i.e., SAGY application and web portal

Data uploading (monitoring implementation by NIC and others)

- Oversee installation & testing of the developed programs by the NIC and other organisations in order to ensure that they meet the desired objectives.
- Ensure the upload of transformed data into the SAGY Application as per the defined process for data upload.
- Identify, evaluate and update changes to the existing solutions to enhance the efficiency of the data collection and collation.
- Review, evaluate & approve changes suggested by the NIC and other organisations to code in order to enhance the efficiency of the data upload
- Handle exceptions escalated by the NIC as a result of unknown data fed into the transformation process or any other difficulties faced during the data upload process by coordinating with NIC and other organisations
- Help in uploading of replies and response from various stakeholders in various forum, queries and emails

MIS and Documentation

- Prepare and circulate the MIS, minutes of meeting (MOM) and status updates/presentations to be made to various stakeholders in a timely manner

HR Metrics

	Key Result Areas (KRAs)	Key Performance Indicators (KPIs)
	Data Extraction	<ul style="list-style-type: none"> • % Adherence to the proposed timelines for the creation of the data extraction format • % increase in successful extraction of data from state governments and other stakeholders
	Data Transformation	<ul style="list-style-type: none"> • % adherence to the proposed timelines for the data transformation process. • % successful transformation of data • % compliance to the data upload

	Data Upload	<ul style="list-style-type: none"> ● % decrease in the number of errors in the uploaded data. ● % improvement in the data upload process and reduction in error due to wrong data upload.
	Change Management	<ul style="list-style-type: none"> ● % reduction in non-compliance reports (during quality & risk audits). ● % adherence to the timelines for submission of MIS reports/status updates, creation of presentations, etc.
	Compliance & Record Keeping	<ul style="list-style-type: none"> ● Accuracy of MIS generated (based on feedback from the reporting manager). ● % adherence to timelines for self ● % of data uploaded and kept over forum, help desk, and emails ● Provide email support for SAGY unit.

Key Attributes and Skills

Essential

Bachelors Degree / Diploma in Computer Science, Information Technology Management or related technical discipline, Hands on experience in any one of the industry leading ETL tools like SAS, IBM, Oracle, etc.

Desirable

Current knowledge of computer hardware, operating systems, program language(s) and tools, testing techniques and tools, program specification and interpretation, and working knowledge of systems design and analysis tools and techniques

Key interfaces

1. External : Charge Officers, Nodal Officers
2. Internal : SAGY Planning and Coordination Division

Required competencies

Behavioural Competencies

Performance Excellence:

- Timely & Accurate Decisions
- Ownership of decisions
- Problem solving attitude
- Proactive planning
- Foresight
- Implementation of innovation based initiatives
- Focus on continuous improvement

Team Excellence:

- Serves as a Role model
- Recognizes & encourages performance
- Efficient flow of information
- Collaborative style of working

Cultural Excellence:

- Respect towards individual
- Open work environment
- Focus on outcomes