

Position: Senior Business Analyst

Years of experience: 3-6 Years

No of Position: 1

Role: Full Time

Location: New Delhi/Kanpur (On-site/Hybrid)

Role Overview

The Business Analyst will serve as a bridge between on-ground scheme data, implementing agencies (ULBs/States), and ARF's AI solution design team. The role demands strong analytical thinking, deep familiarity with government programme structures, and the ability to translate operational ground realities into structured problem statements and data requirements.

Key Responsibilities

Responsibility Area	Details
Mission Scheme Analysis	Study operational guidelines, eligibility criteria, implementation SOPs and data flows for PMAY-U 2.0, NULM, PM SVANidhi, and AMRUT. Identify key decision points and pain points in each mission.
Stakeholder Mapping & Engagement	Map the full implementation chain — MoHUA → State → ULB — for each mission. Engage with mission officials to understand current workflows, data collection practices, and ground-level challenges.
Data Gap & Quality Assessment	Assess the quality, completeness, and consistency of data collected at ULB/field level for each mission. Document gaps (missing fields, unverified inputs, manual errors) that affect programme integrity.
Use Case Identification & Scoping	Work with ARF's technical team to identify and scope AI/ML use cases for each mission. Translate scheme pain points into structured problem statements with data inputs, outputs, and success criteria.
Documentation & Reporting	Prepare comprehensive analytical reports, process flow documents, and presentations for MoHUA senior officials. Maintain detailed records of stakeholder inputs, data findings, and use case briefs.
Coordination with ARF & MoHUA	Serve as the primary coordination point between ARF's analytical team, MoHUA working group members, and mission programme officers. Facilitate review meetings and capture action points.

Required Qualifications & Experience

- Graduate/PG degree in Public Policy, Urban Planning, Development Economics, Management, or a related field. Candidates with a technical undergraduate degree (Engineering, Statistics, Mathematics) combined with relevant policy/urban experience are also encouraged to apply.
- 3-6 years of relevant experience in government advisory, policy analysis, programme management, or consulting with public sector clients.
- Prior exposure to MoHUA schemes or urban development programmes (PMAY, NULM, AMRUT, Smart Cities, etc.) is strongly preferred.
- Hands-on experience with government data systems MIS portals, DBT dashboards, Aadhaar-linked databases, or GIS/geo-tagging platforms is highly desirable. Ability to assess data quality, completeness, and reliability in public programme datasets.
- Excellent written and verbal communication skills; ability to draft government-facing reports and presentations.

Preferred

- Demonstrated ability to analyse large, complex datasets and insights into actionable recommendations.
- Experience working with or alongside AI/ML teams understanding of model inputs, outputs, and use case framing is desirable. Familiarity with concepts such as classification models, beneficiary scoring, fraud detection, or NLP in a government/social sector context is a plus.
- Proficiency in MS Excel, PowerPoint; experience with data tools (Power BI, SQL, or Python) is a plus.