Project Analyst

Full-time | Head Office team
Base Location: Remote
Min. 1-3 years' experience
Reporting Line: Business Development Manager
Desired Start Date: **ASAP** (August 2025)

About Oorja

Oorja (www.oorjasolutions.org) is an award-winning social enterprise based in New Delhi. We are on a mission to empower 1 million farmers globally by 2030 with the agricultural solutions they need to sustainably increase their income and quality of life.

We are a Farming-as-a-Service company working at the intersection of sustainable agriculture and clean energy. Founded in 2016, Oorja aims to address the climate crisis by promoting clean solar energy in India through inclusive and affordable solar-powered irrigation solutions. Oorja leverages decentralised solar PV infrastructure to provide clean energy and climate-smart solutions that meet the needs of farmers and farming based institutions. Our farmer-centric business models enable transition from fossil fuels to clean energy thereby reducing carbon footprint, boosting productivity, increasing income, long term saving and enhancing climate resilience of communities, contributing to the SDGs.

Role Background

Oorja is seeking a detail-oriented and proactive Project Analyst to join its Head Office team. The role requires strong skills in data analysis, digital tools, and coordination with field teams. You will be responsible for managing the company's data systems and pipelines, supporting site selection, and ensuring the accuracy and integrity of operational data. The ideal candidate is highly organized, comfortable with digital platforms, and motivated to support impactful solar farming services. You must have a perfect command of Hindi and English as you will need to work in both languages.

How to Apply

If this opportunity appeals to you, please send your application by filling the brief online application form before **Friday 15th August 2025** here – www.oorjasolutions.org/apply-now.

Roles and Responsibilities

As a Project Analyst, your responsibilities include, but are not limited to:

Site Selection
- Understand and maintain essential and desired criteria for selecting solar farming sites.
- Clean, analyze, and visualize demographic, socio-economic, agricultural, and geographical data collected by field teams.
- Prepare biweekly reports and recommendations to build and maintain a project site pipeline in discussion with the ground teams and for approval by the Business Development Manager.
- Influence decision-making based on data and experience, ensuring accuracy through triangulation when discrepancies arise.
- Prepare and revise site selection manuals and guidelines as needed.
- Update and adjust selection criteria, processes, and tools in alignment with best practices and on-ground realities.
- Support the Business Development Manager in all tasks related to site selection, including data analysis of site selection surveys and audits, and their presentation to senior management.

Managing Kobo Toolbox
- Develop and manage digital survey forms using Kobo Toolbox for various functions (Business Development, Partnerships, etc.).
- Oversee account storage, access, and troubleshooting for Kobo users.
- Prepare and maintain updated guidelines and manuals for Kobo usage.

Digital Data Entry and Management
- Digitize and regularly update project and equipment data (equipment serial numbers, technical details, commissioning dates, GPS locations, etc.).
- Upload photographs of newly commissioned sites and ensure complete data storage on Google Drive.
- Coordinate with team members to resolve missing data issues and maintain data integrity.
- Manage the company's complaint logging system, ensuring timely follow-up and closure of issues.
- Maintain up-to-date engineering data and records.
- Oversee documentation for the Oodyam business line (direct sale of solar irrigation systems), including maintaining a tracker, collecting documents from clients, ensuring agreements are signed in a timely manner, and supporting reporting to donors and partners.
- Oversee inventory and suppliers: ensure compliance, maintain records, coordinate deliveries and repairs, track warranties, and provide the engineering team with accurate inventory updates.

Cross-Team Data and Reporting Support
- Support senior managers and cross-functional teams in collating and analyzing data for monthly and quarterly reporting, presentations, and planning.
- Assist the following team leads with their data and reporting needs:
  - Business Development: site selection surveys, audits, data analysis and visualization for reporting and decision-making.

- Finance: reconciliation and accuracy verification of Payment Collection Reports (PCRs).
- Field Operations: sales and collections data tracking; support with Farmer Advisory and Partnership-related sales data.
- Partnerships & Impact: impact survey data analysis and preparation of data reports for partnership projects, as and when required.
- Oodyam: documentation and data tracking for direct sale of solar irrigation systems, including updates to trackers, progress summaries, and donor-facing reports.
- Support Project Associates and other team members with specific project tasks and coordination as required.

Qualifications & Skills:

- Bachelor's degree in Data Science, Business Administration, or related field.
- Minimum 1–3 years of experience in data management, data analysis, or operations coordination.
- Strong proficiency in MS Excel, Google Workspace (Google Sheets, Docs, Slides, Drive), and digital survey platforms (e.g., Kobo Toolbox).
- Experience with data visualization and digital tool management.
- Ability to organize, analyze, and present large datasets in an actionable manner.
- Excellent communication skills in both Hindi and English.
- Keenness to communicate with field-based teams on a daily basis to ensure data is collected on a timely and accurate basis.
- High degree of accuracy, attention to detail, and ability to work independently.
- Interest in renewable energy, agriculture, and rural development is highly desirable.

Other Requirements:

- Must have a working laptop and other equipment as required to work from home in a fully remote environment.

What We Offer

- A highly enthusiastic, driven and ambitious team
- A melting pot of diverse talents – development professionals, researchers, engineers, farmers, scientists and community mobilisers
- Competitive remuneration package
- Interesting field of work where you will build your understanding of solar technology, sustainable agri-food systems and the development sector
- Close mentorship for career development
- A flat and open work culture and friendly work environment
- Experience and responsibility at an award-winning company in the renewable energy and agri- tech industries, among the fastest-growing segments of the global economy
- The opportunity to make a difference and to help improve people's lives.

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavors to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.