



Job Description

Position Title	Officer, Data Management and Analysis
Department	Office of Academic Performance (OAP)
Reporting To	Head of OAP
Date	October 2017
Type of Position	Contractual

POSITION DESCRIPTION

The incumbent will work with the Office of Academic Performance and be responsible for conducting the data analysis of students' academic performance by developing analysis protocols, screening, compiling and organizing data, managing databases, analyzing data using advance excel as well as specialized statistical computer programs, and presenting analysis results in numerical, descriptive and graphic formats. Person will also be responsible to generate reports form PeopleSoft software for a variety of purposes.

DUTIES AND RESPONSIBILITIES

- ✓ Undertaking requirement analysis and designs data collection tools and processes as per requirement;
- ✓ Collecting data from primary or secondary data sources and maintaining databases/data systems;
- ✓ Filtering and screening data, and coding it as per need;
- ✓ Generating reports form PeopleSoft;
- ✓ Interpreting data, analyzing results using statistical analysis software and techniques and identifying trends and patterns in the data;
- ✓ Developing the ongoing reports by creating data tables/charts/graphs and writing interpretative narration to present trends and patterns;
- ✓ Assisting Senior Management in making forecast and projections for graduations, course success etc;
- ✓ Assisting the OAP team in improving the data management system;
- ✓ Supporting OAP team in carrying out major OAP activities as per need;

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation in relevant filed i.e. Statistics or Mathematics
Required Experience	✓ At least 1-2 years of experience in working with quantitative data and analysis.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Quantitative data analysis	High
2.	Developing reports and projections	High
3.	Advance excel and statistical analysis software. Using PeopleSoft	High
4.	Written and oral communication skills	High
5.	Detail Orientated	High
6.	Team working	High
7.	Dependability	High