



JOB DESCRIPTION

Position Title	Data Analyst
Department	Office of Institutional Research
Position Level	Senior Officer to Assistant Manager
Type of Position	Regular

POSITION DESCRIPTION

We are looking for a professional who is an experienced data analyst working on academic data and strategic planning projects.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the position include, but are not limited to:

- ✓ **Must be proficient in Advanced Excel and Power BI with at least 2 years of solid experience**
- ✓ Nice to Have: Strong understanding of Oracle PSCS, SQL, Python, Tableau, Jot Forms, MS Forms
- ✓ Expert in developing and reviewing advanced computerized models to analyze and / or extract data
- ✓ **Demonstrated experience in handling large data sets. Comfortable with databases**
- ✓ **Excellent in building and presenting Excel and Power BI dashboards**
- ✓ Must be able to work with minimal supervision
- ✓ Must be able to manage, understand, interpret, design, analyze and present data in a methodical and appropriated manner dependent on information recipients
- ✓ Conduct gap, historical data and predictive data analysis
- ✓ Manage data information and dissemination in an appropriate, methodical and professional way
- ✓ Experience with qualitative research, survey design and analysis
- ✓ Work on Academic Institution related projects e.g., conduct data research to understand trends and Habib University's academic and organizational health
- ✓ Implement best practices and tools to analyze, monitor and evaluate data that will support Habib's long-term Institutional strategy and effectiveness
- ✓ Must be able to perform organize, cleanse, interpret and present data
- ✓ Must provide information to senior management to help them make decisions that support the strategic objectives of the organization and assist in transformation where necessary
- ✓ Must be able to work with stakeholders and functions to prioritize business and information needs
- ✓ Must be excellent in research, collecting, interpreting internal and external (market) data
- ✓ Must be able to articulate and explain the analysis intelligently and effectively to senior management, peers, subordinates as necessary
- ✓ Ability to understand new software tools and use them accordingly
- ✓ Always strive for excellence, identify, define and implement improvements

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Undergraduate or Masters ideally from a well-respected foreign university with focus on Math, Statistics, Business Management, Information Management, Computer Science, Engineering or Data✓ Proficient in Excel and other MS Office tools like Outlook, Power Point, Word, Power BI, Python, Oracle PSCS, SQL
Required Experience	<ul style="list-style-type: none">✓ Minimum 2 years of experience in a relevant role.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Data Management	High
2.	Project Management	High
3	Computer Skills – MS Excel, PowerPoint, Panopto, Canvas, Power BI, JotForms, Python, Oracle PSCS, SQL or R Programming Language	High
4.	Analytical and Critical Skills	High
5.	Work well under pressure	High
6.	Team Player	High
7.	Attention to detail	High
8.	Multi-tasking Skills	High
9.	Excellent in simple and complex data analysis	High
10.	Working Independently	High
11.	Possess pro-active, inventive positive attitude and aptitude	High
12.	Comfortable working with technology IT teams (internal and international	High
13.	Strong communication (English and Urdu), excellent written and verbal skills	High
14	Strong knowledge of statistics and experience using statistical analysis	High
15.	Possess pro-active, inventive positive attitude and aptitude	High
16	Focus of quality, efficiency and effectiveness of work not just quantity	High