



JOB DESCRIPTION

Position Title	Project Analyst
Department	Office of Institutional Research
Position Level	Officer to Senior Officer
Type of Position	Regular

POSITION DESCRIPTION

We are not looking for project managers who manage IT, construction, engineering projects. Neither are we looking for faculty or teaching experts. We are looking for professional who are on the management side of Academic Institutions and work on Data and Strategic Planning Projects.

DUTIES AND RESPONSIBILITIES

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

- ✓ Excellent communications skills in written spoken English and Urdu
- ✓ Highly detailed, organized, inquisitive, methodical, with strong skills in basic excel and Power Point
- ✓ **Interested in gaining experience in academic project management for example implementing governance, framework, controls, performance indicators etc.**
- ✓ Keen interest in numbers, data, quantitative analysis related to faculty, students, alumni, curriculum,
- ✓ Diligent, willing to learn, identify, manage and prepare related project requirements, scope of work, controls, working party list, action log, project plan, timelines, periodic project reports, comprehensive project presentations and performance indicators
- ✓ Work with and assist the stakeholders, respond to their queries, ensuring their actions, timelines, plan and performance indicators are up to date and that information provided is accurate and on time
- ✓ Manage and coordinate regularly with all the stakeholders representing academic and non-academic departments of Habib University ensuring they are meeting respective project goals on time and delivering requested information to you the project manager in required format
- ✓ Design and implement risk mitigation and academic institution project plan
- ✓ Prepare training materials and train departments in necessary
- ✓ X-coordinate across departments

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Undergraduate or Masters ideally from a highly reputed Pakistan University or well-respected foreign university with focus on Math, Statistics, Business Management, Information Management, Computer Science, Engineering or Data✓ Project Management Professional Certification would be an advantage✓ Knowledge of Power BI and Oracle PSCS SQL will be an advantage
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.	Advanced Analytical Skills	High
2.	Project Management	High
3.	Critical Thinking	High
4.	Attention to detail	High
5.	Ability to change writing style, voice, length, and tone to satisfy different objective	High
6.	Knowledge of communications and marketing best practices	High
7.	Inquisitive	High
8.	Software skills – Project Management Tool, PowerPoint, Excel.	High
9.	Nice to have – Panopto, Canvas skills.	High
10.	Multi-tasking Skills	High
11.	Relationship Management	High
12.	Working Independently	High
13.	Research Skills	High
14.	Comfortable working with technology IT teams (internal and international)	High
15.	Excellent in spoken and written English	High
16.	Can independently design, appropriately articulate questionnaires and design academic surveys	High
17.	Ability to independently think, question, apply logic and phrase queries for surveys	High
18.	Have a humble yet strong personality, be a decision maker, intelligent and team leader / mentor	High