

HIGHER EDUCATION COMMISSION PAKISTAN

Higher Education Development in Pakistan (HEDP)

Terms of Reference (TORs)

Data Analyst

Job Title:	Data Analyst (Blended Learning)
Category:	Project Management
Duty Station:	Islamabad
Type of Contract:	Project Contract
Expected Starting Date:	July 2022
Duration of Assignment:	Till the completion of the project, based on assessment of performance
No. of Position(s):	One (01)

1. BACKGROUND:

Pakistan Vision 2025 has set an ambitious target for Pakistan to revive economic growth and become among the world's top 25 economies by year 2025. Knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of HEC Vision 2025. This project supports interventions aimed at improving quality and relevance of second and third tier higher education institutions and encouraging research and innovation in tier 1 Universities of the country.

2. PROJECT DESCRIPTION:

The project supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthening governance, in the higher education sector. More information on HEDP can be found here: <http://projects.worldbank.org/P161386?lang=en>.

3. CORE RESPONSIBILITIES:

The Data Analyst will be a part of the Project Coordination Unit (PCU), and specifically work for the Blended Learning project which has Massive Open Online Course platform. At present MOOCs is strategically important domain and will serve as a national level platform available for all universities and HEC for online learning. She/ He will report to the Project Coordinator, HEDP and work closely with Program Specialist (IT).

Job Responsibilities:

The key responsibilities of the Data Analyst shall include, but not limited to the following:

- Responsible for data analysis of content created and authored on MOOCs platform
- Manipulate and analyze massive data sets and able to produce descriptive, predictive, and prescriptive reports.
- Capability to understand strategic requirements of data analytics for project's stakeholders using the data generated at this platform.
- Collaborates with the project team, stakeholders and PCU to perform the required tasks.
- Communicate well with the project team to elaborate how to create and extract content / data.
- Respond to data and product related inquiries in real-time to support business and technical teams of HEC and HEIs
- Perform various data analytics in (specific formats like SQL and MS Excel) using statistical models or industry accepted tools
- Provide relational database expertise to construct and execute SQL queries to be used in data analysis activities

- Suggest data solutions, tools, and skills required to enable self-service frameworks for consumers.
- Provide expertise and translate the business needs to design; and develop tools, techniques, and metrics, and dashboards for insights and data visualization
- Responsible for developing and executing tools to monitor and report on data quality
- Responsible for establishing appreciation and adherence to the principles of data quality management, including metadata, lineage, and business definitions
- Preparation of well-structured reports of platform utilization trends.
- Incorporate best workable practices into project work and activities to make sure the project delivers as per the scope of work and requirements.
- Excellent project communication and timely updates for management and team.
- Maintain project documentations and files processing as per organization procedures.

4. COMPETENCIES:

The position requires a well-rounded professional with expertise in the off the shelf and open learning management systems (LMS), integration processes, and student information systems. S/he is expected to possess cross domain knowledge in software solutions, security, virtualization, etc.

- Knowledge of programming languages, such as SQL, Oracle, R/ Python
- Ability to collect, analyze and interpret statistical information from different platforms or data sources including MOOCs.
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Candidate should be comfortably skilled at using advanced Microsoft Excel. Experience in Power BI, Google Analytics, Tableau and SPSS would be a plus)
- Proven working experience as a data analyst.
- Technical expertise regarding data models, database design development, data mining, and segmentation techniques
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to develop reports using data and present findings.
- Ability to analyze, model and interpret data.

- Able to perform initial analysis for the quality assessment of data.
- Able to identify corrupt data and removing it
- Time management to meet deadlines and ability to work under pressure with teams.
- Well versed in the technological and cultural issues of online teaching and learning environment in Pakistan.

- Ability to thrive in a fast paced, rapidly changing environment and has the ability to keep up with latest developments in the field of education technology and blended learning solutions.

MINIMUM QUALIFICATIONS:

Education/training

- A university degree (16 years of education) from a reputable national/international University in Computer Science/ Computer Engineering / Economics/ Statistics/ BS in Mathematics or related discipline.

Work Experience

- 5+ years of experience in similar technology related role
- Experience in academic institutions work environment will be preferred as well.
