



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Institutional Research Officer	<b>DEPARTMENT:</b> Institutional Research and Quality Enhancement
<b>POSITION REPORTS TO:</b> Manager IR/QEC	
<b>POSITION IS REPORTED BY:</b> NA	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Prepares research studies on various aspects of the academic and non-academic operations of SZABIST to help inform policy formulation.</li><li>2. Participates in all aspects of the Self Assessment Reports of academic programs following the HEC's guidelines.</li><li>3. Coordinate and assist QEC representatives of other campuses for timely submission and completion of Self-Assessment Reports and other QEC tasks.</li><li>4. Participates in producing high quality publications for SZABIST, such as, Annual Reports, Research and Development Report, Course Catalogue, etc.</li><li>5. Assists Marketing Designer in the designing stage of Annual Report.</li><li>6. Prepares, descriptive briefs, analytical notes, and articles about various operations of SZABIST.</li><li>7. Participating in university advancement activities i.e. orientation, convocation, conferences etc</li><li>8. Any other work that the Supervisor's may assign.</li></ol>	
<b><u>PERSON SPECIFICATION</u></b>	
<b>(1) Academic Qualification Required</b> MBA or equivalent qualifications	
<b>(2) Specific Job-related Skills Required</b> <ol style="list-style-type: none"><li>1. Communication Skills both written and verbal</li><li>2. MS Word, Excel, and PowerPoint skills</li><li>3. Ability and desire to learn new ideas and methodologies.</li></ol>	
<b>(3) Specific Job-related Traits &amp; Behaviors Required</b> <ol style="list-style-type: none"><li>1. Displaying initiative and ability to work independently</li><li>2. Working as a team player</li><li>3. Ability to plan, organize, and coordinate projects and assignments</li></ol>	



4. Work with interest and devotion

**(4) Experience Required**

Relevant professional experience will be preferred.