



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

+960 3303200

+960 3303299

info@villacollege.edu.mv

www.villacollege.edu.mv

ދިވެހިސަރުކާރުގެ
ފަރާތުން، ރާއްޖޭގެ
ސަރުކާރުގެ ދަށުން
ދިވެހިސަރުކާރުގެ

POSITION DESCRIPTION

POSITION	Educational Data Analyst
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Global Ranking Data Management & Analytics
LOCATION	QI Campus, Male'
DATE ADVERTISED	25 November 2024
DEADLINE FOR APPLICATION	02 December 2024

BROAD PURPOSE

To conduct data analysis to evaluate the effectiveness of college programs and initiatives, and generate reports to communicate findings and recommendations. Maintain the college's data repositories and monitor Key Performance Indicators (KPIs). Utilize predictive analytics to forecast future trends to support planning and decision-making processes.

Reports to: Director, Centre for Open and Distance Learning

REMUNERATION	
Basic Salary:	MVR 10,000 – MVR 12,000
Service Allowance:	MVR 4,700 – MVR 5,200
Responsibility Allowance:	MVR 2,000 – MVR 3,000
Total Remuneration:	MVR 16,700 – MVR 20,200
Working Hours:	10:00 – 18:00 (Sunday to Thursday)

MAIN DUTIES AND RESPONSIBILITIES

- **Data Analysis:** Conduct comprehensive data analysis to identify trends, patterns and insights. Validate data quality and accuracy.
- **Reporting:** Generate regular and ad-hoc reports to communicate findings, trends and recommendations. Present data visually through charts, graphs, and dashboards.
- **Data Management:** Manage and maintain the college's data repositories. Ensure data integrity, security, and compliance with privacy regulations and policies. Implement data governance and quality control measures.
- **Performance Monitoring:** Monitor Key Performance Indicators (KPIs) and metrics related to student enrollment, retention, academic performance, and institutional effectiveness. Track and analyze performance trends over time.
- **Predictive Analytics:** Utilize predictive analytics to forecast future trends, student outcomes and resource needs. Develop predictive models and scenarios to support planning and decision-making.
- **Training Sessions:** Conducting training sessions, workshops, or courses related to data analysis, data management, and data literacy for faculty, staff and students. This includes developing

training materials, delivering lectures or presentations, and facilitating hands-on training sessions to build literacy and capability across the organization. Additionally, provide one-on-one or group coaching and support to individuals or teams to help enhance data analysis skills, interpret data effectively, and utilize data-driven insights in their respective roles and decision-making processes.

	<p><u>Education</u></p> <ul style="list-style-type: none">• Bachelor’s degree in Data Science, Statistics, Computer Science, IT or a related field• Masters in a relate field will be an added advantage <p><u>Experience</u></p> <ul style="list-style-type: none">• Minimum 1-2 years of work experience in a related area• 2-4 years of experience in a related field is desired <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- Proficiency in data analysis tools and software, such as SQL, Python, R, Tableau, Power BI, or similar tools- Experience with predictive analytics, machine learning, and advanced data modeling techniques- Knowledge of higher education data sources, systems, and reporting requirements is desired <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">- Excellent communication and presentation skills- Ability to work collaboratively in a team environment- Ability to manage multiple projects and priorities effectively- Strong analytical, problem-solving, and critical thinking skills
--	---