



CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position of **Research and Data Analytics Officer** for our client, **The Students' Loan Bureau**.

## **QUALIFICATIONS**

- First Degree in Management, Statistics or equivalent
- Specialized training in Research and Data Analytics.
- Three (3) years' experience in Research and Data Analytics.

## **SPECIFIC KNOWLEDGE**

- Understanding of research methodology and design, including quantitative and qualitative research methods, sampling techniques, data collection, and analysis.
- Knowledge of in statistical software packages such as Python or SPSS, and be able to use these tools to analyse large and complex data sets.

## **RESPONSIBILITIES**

### ***Planning***

- Contribute to the development of the Corporate Services Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own job accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

### ***Execution***

- Conduct research and analysis on key business areas to inform strategic decision-making, ensuring that all research and analysis is conducted accurately and in a timely manner.
- Collect and analyse data from various sources, including internal databases and external market research, to identify insights and trends that can inform decisions, ensuring that all data is collected accurately and is relevant to the business needs.
- Develop and maintain data models, dashboards, and reports to communicate insights and trends to stakeholders across the organization, ensuring that all reports and data are easily understandable and actionable.

- Collaborate with cross-functional teams to design and execute research studies and surveys, ensuring that data collected is accurate and actionable, and that the research objectives are clearly defined and aligned with business needs.
- Apply statistical methods and modelling techniques to analyse large and complex data sets, to identify patterns and correlations, and to develop predictive models, ensuring that all methods and techniques are appropriate for the data and business needs.
- Continuously monitor and evaluate data quality, and identify and resolve any data-related issues to ensure accuracy and completeness of data, ensuring that all data is reliable, valid, and of high quality.
- Work with stakeholders across the organization to identify and prioritize research and analytics needs, and to ensure that insights and recommendations are effectively communicated and acted upon, ensuring that all stakeholders are engaged and aligned with the research goals and objectives.
- Provide training and support to colleagues across the organization on data analysis tools and techniques, to enhance their capacity to effectively utilize data in decision-making, ensuring that all staff have the necessary skills and knowledge to use data effectively.

### ***Monitoring and Reporting***

- Contribute to the preparation of the Corporate Services Division's monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

**Basic Salary Starts: \$4,266,270**

**Apply: [recruitment@slbj.com](mailto:recruitment@slbj.com)**