

**Data Analyst Manager (Ref: 2401338)**  
**Office of Institutional Data and Research**

The appointee will be responsible for managing and processing data for the Office of Institutional Data and Research to support the university's ranking and research initiatives. Major duties include building databases, collecting data from various stakeholders, leading data analysis projects, as well as developing and maintaining insightful dashboards and reports to ensure data integrity across all activities, particularly in ranking analysis, and collaborating with faculty and researchers to provide data-informed decision support, and stay updated on industry trends and emerging technologies, as well as performing other duties as assigned by the office director.

Applicants should hold a Bachelor's degree, preferably a Master's degree in Data Science, Statistics, Computer Science or a related discipline, with a minimum of 7 years of experience in data analysis, preferably in an academic or research setting. Proficiency in Python and SQL is required, with familiarity in Power BI preferred. Applicants should have strong analytical and problem-solving skills, collaboration skills and the ability to work effectively with diverse stakeholders.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will be offered the functional title of Data Analyst Manager which holds the substantive post of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **10 December 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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