

Assistant Manager (Data Analytics) (Ref: 2500098)
Office of Institutional Data and Research

The Office of Institutional Data and Research is seeking a motivated Assistant Manager (Data Analytics) to assist the Data Analytics Manager and collaborate closely with the Institutional Research Manager. The appointee will play a crucial role in managing and processing data to support the university's ranking and research initiatives. Major responsibilities include:

- Assisting in building and maintaining databases;
- Collecting data from various stakeholders and supporting research performance analysis projects;
- Collaborating with the IT team to develop insightful dashboards and reports, ensuring data integrity in both research intelligence and ranking analysis;
- Supporting the Institutional Research Manager in overseeing research impact measurement services, utilizing analysis and benchmarking tools to identify relevant bibliometrics and non-traditional indicators;
- Performing other duties as assigned by the Data Analytics Manager and Institutional Research Manager.

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 2 years of experience in data analysis, ideally in an academic or research setting. Proficiency in Python and SQL is required, with familiarity in Power BI preferred. Experience with research intelligence databases such as Scopus, Web of Science, and SciVal is an advantage. Applicants should demonstrate strong analytical and problem-solving skills, effective collaboration skills, and the ability to work well with diverse stakeholders.

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 hold a substantive rank of Executive Officer II 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 **19 February 2025**. 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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