



**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>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. Participates in producing high quality publications for SZABIST, such as, Annual Reports, Research and Development Report, Course Catalogue, Student Handbook, etc.</li><li>4. Prepares, descriptive briefs, analytical notes, and articles about various operations of SZABIST.</li><li>5. Any other work that the Supervisor's may assign.</li></ol>	