



MUSAEUS COLLEGE

Associate | Analytics & Digital Development

We are seeking a self-motivated, energetic and result oriented professional to join Musaeus College.

Required qualifications and skills

- **Proficiency in Excel**, including pivot charts and dashboard creation.
- **Expertise in visualization tools** such as Power BI or Tableau.
- **Process mapping** and business analyst expertise with Lucidchart, Clickup or Microsoft Visio
- Over **2 years of related work** experience
- **Strong interpersonal skills** demonstrated through understanding the importance of team building, collaboration, collective problem-solving, and the ability to provide and receive constructive feedback
- **Excellent verbal and written communication** skills, including the ability to help create and deliver **persuasive presentations** for diverse stakeholders

Roles & Responsibilities

- **Analyses data, interprets findings** and extracts insights to inform continuous improvement projects and efforts
- **Develops easy to understand graphical representations** (charts, graphs, etc.) that **communicate findings in clear and compelling ways** to stakeholders and school leaders
- **Leverages school-wide data and information systems** and platforms to **support the improvement efforts within the school**

To apply for the above vacancy, please email your request for an application form (stating your name and mobile number) to careers@musaeus.lk .

Complete the application form (we send you via email) with a supporting statement (section 7 of the application form).

Managing Trustee
Musaeus College