

Terms of Reference for Assistant Officer-Research & Analysis

1. Develop an overall understanding of the airline business.
2. Co-ordination with various stakeholder/agencies/departments for collection of statistical and other relevant data.
3. Develop and maintain statistical database of passengers, flights and all other relevant data.
4. Prepare analytical reports of statistical data collected, to be submitted to the marketing manager on a monthly basis.
5. Execute research-based projects within deadlines.
6. Qualitative and quantitative analysis of data from various sources.
7. Prepare annual commercial budget, in co-ordination with relevant units.
8. Execution of any other tasks assigned.

Required Knowledge & Skills:

1. Strong oral and written communication skills.
2. Good qualitative and quantitative analytical skills and critical thinking skills.
3. Good knowledge of spreadsheets and presentations.
4. Positive attitude towards learning and taking on challenges.
5. Strong inter-personal skills with ability to work well in teams.