

Job Description

1. ROLE DETAILS:

JOB CODE:	SIN022
POSITION TITLE:	PERFORMANCE ANALYST
REPORTS TO:	HEAD OF STRATEGY AND INNOVATION
DEPARTMENT:	STRATEGY AND INNOVATION
GRADE:	DFS 16

2. ROLE PURPOSE:

- Contribute to the development of the corporate performance management practices and model, and efficient implementation at different organizational levels.
- In charge of administering strategy and performance tools and systems, by providing proper support to the business units in implementation and monitoring the system.

Number of staff directly supervised: 0

Total number of staff supervised: 0

3. KEY ACCOUNTABILITIES:

Description
Performance Management - Contribute to the identification of different performance measurements within the organization covering strategic corporate and business division measurements and ensure that they reflected properly in strategy and performance tools and systems. - Develop and maintain organization-wide performance dashboards, reports and business intelligence systems to enable decision making and continuous improvement at all levels. - Support business units in strategy and performance tool implementation for monitoring and reporting. - Support the implementation of performance auditing program to ensure integrity and effectiveness of performance management system and recommend needed actions.
Research and Analysis - Apply, analytics to research, data, information, and other quantitative and qualitative methods to support decision-making across the organization. - Perform research and analysis to support strategy development and future foresight. - Conduct continuous benchmarking studies to enhance current performance management practice and framework. - Contribute to the development of communications, systems, and tools to enable strategy, performance management and future foresight activities to actualization - Undertakes similar or related duties as directed by senior management.

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- All dans

External:

- Consultant Partners
- Related government entities & stakeholders

5. KNOWLEDGE, SKILLS & EXPERIENCE:

Education and Qualifications:

- Bachelor's in business administration, Industrial Engineering or management with practical experience in this field for not less than five (5) years or;
- Master's degree Business Administration, data management or related subjects, with practical experience in this field for not less than four (4) years.
- Knowledge and experience in the strategic planning and performance management and related international best practices.
- Performance management systems, tools, and theories
- Experience in the aviation industry is preferred.
- Project management frameworks, tools and techniques for small-to-med size scale projects (preferable).
- Innovation theories, frameworks, tools, and technologies (preferable).
- Worked with public sector organizations strategy, performance, organizational transformation, project management and coordination (preferable).

Skills:

- Critical and creative thinking skills
- Quantities and qualitative analytical skills.
- Communication and presentation skills
- Reporting and technical writing
- The capability to train, guide, and promote awareness of the strategy and performance concepts requirements and deployment.
- Computer skills including Microsoft Office and databases
- Negotiation and persuasion skills
- Project Management skills
- Q-Pulse compliance management system (beneficial)

6. BEHAVIOURAL COMPETENCIES:	WEIGHT % DISTRIBUTION
• Adaptability & Innovation	20
• Teamwork	10
• Communication	15
• Problem Solving & Decision Making	10
• Results Orientation	15
• Planning & Organising	10
• Data Reporting & Analysis	20

7. SAFETY & SECURITY REQUIREMENTS

- Adhere to the applicable safety & security (information security) policies and procedures of dans.
- Report any security (information security) breaches or incidents to dans Security team security.incident@dans.gov.ae.
- Report any safety incident to dans safety team or by submitting SALAMA.
- Attend safety & security (information security) awareness sessions conducted in dans.

8. APPROVALS:

Accepted: Job Holder

Name & Signature

Reviewed by: Line Manager

Name & Signature