**Terms of reference of Analyst**

In addition to the overall Terms of Reference of the Policy Research and Communication Division**,** the Analyst shall:

1. Assist in extracting and collecting information from a variety of internal and external sources;
2. Assist in carrying out Data Quality Audits as necessary;
3. Assist in undertaking an analysis of data and information obtained from the Licensee.
4. Keep informed of best practice and technological developments to recognize improvement opportunities and articulate the potential benefits these could bring to an organization;
5. Assist in monitoring the performance of the Licensees by carrying out an analysis of the financial and technical data;
6. Assist in conducting studies and recommending the development of new regulations, amendment, and modification of existing regulations of BEA Secretariat;
7. Assist in Interpret and analyzing large and varied amounts of complex data to provide accessible, meaningful, and understandable information for a better understanding of the organization;
8. Assist in the Analysis of researched works and provide support for the approval of any rules, regulations, guidelines, codes, standards, and etc.; and
9. Carry out any task assigned by Division Chief.