

Call for Application for Management Assistant Officer (MAO)

The Centre for Family and Population Research (CFPR), a research centre within the Faculty of Arts and Social Sciences (FASS) in the National University of Singapore (NUS) seeks a suitable candidate to fulfill the following.

Job Description

Event Management

- To assist with planning seminars/conferences by liaising with selected speakers.
- To prepare publicity materials for events and update the Centre's website accordingly.
- To assist with the logistics of Centre events such as venue booking, and catering.

CFPR Training Program

- To liaise with different NUS departments and course instructors to plan the training programme schedule for the year ahead.
- To assist with publicising courses and updating course information on the Centre's website.
- To monitor course registration and payments (linked to SkillsFuture Singapore)
- To provide a timely response to all queries from potential participants.

Research Grants

- To provide administrative support for CFPR seed grants
- To follow up on seed grants final report and update the CFPR website respectively

Procurement

- To assist with the verification of claims by staff and students

Qualifications

- A minimum of diploma certificate in any discipline with minimum 3 years of administrative experience working in an organisation particularly in secretariat and administrative roles.
- Self-motivated, proactive and able to work well in a team.
- Good written and oral communication skills.
- Maintain confidentiality and discretion when dealing with people and personal data.
- Strong organizational and coordination skills
- To work independently and in teams
- Proficient in MS Office applications (Word Excel, Excel and Powerpoint).
- Experience working in a research/tertiary education environment would be an advantage.

Invitation to apply (Via NUS Application Link: <https://careers.nus.edu.sg/job-invite/19350/>)

OR Please email fassyed@nus.edu.sg with the following documents.

- Cover letter and Resume
- Qualifications
- Recommendation letters (x3)

Estimated Start Date: **3 April 2023**