

As Singapore's first and only full-fledged public health tertiary education institution, the Saw Swee Hock School of Public Health, National University of Singapore, builds upon more than 60 years of experience in research, training and practice to continually foster healthier communities in Singapore and the region through its translational cross-disciplinary research work on cohort studies and life-course epidemiology, infectious disease research, health technology assessments, health promotion, workplace health and safety, health systems evaluation and health services research, to impact public health programmes and policies.

SSHSPH is also a member of the National University Health System (NUHS), the first academic medical centre in Singapore. As part of NUHS, SSHSPH works closely with the National University Hospital in hospital-based health services and primary care research. For more information, please visit www.sph.nus.edu.sg.

We are seeking for a highly motivated, competent and resourceful team player to join us as a Senior Executive. The individual will be responsible for providing organisational and operational support in the development and execution of event projects including conferences, meetings, seminars and public health leadership training programmes, initiatives in public health education and training, and for donor, students and alumni relations.

Responsibilities

- Assist in the conceptualisation, planning and execution of events, including identifying suitable venues, accommodation and catering suppliers; and negotiation of contracts

- Full suite of administrative and logistic event support, including developing event specific organisational tools such as critical paths, timelines, contact lists, deliverables schedules
- Event logistics from venue management, event set up, registration of attendees and onsite event requirements e.g. name badges, onsite folders, registration lists
- Coordinate collateral production for printed materials, brochures, handouts, signage and other pieces.
- Manage and supervise third-party service providers and vendors, liaise with sales and marketing staff, crew and volunteers, VIP speakers and suppliers in relation to each event
- Compile & manage event budgets
- Develop sponsorship programmes
- Compile post event debrief reports and evaluations
- Identify and establish relationships with sponsors and event partners
- Provide support for gift administration and donor-related event management
- Establish/ deepen strong student and alumni network for the advancement of the School

JOB SPECIFICATIONS

- Good degree
- With minimum 2 years' experience in events management/ donor relations/ alumni relations function or similar capacity
- Demonstrated professionalism, out-of-box thinker with initiative
- Independent worker who can manage multiple projects simultaneously and successfully meet deadlines
- Meticulous attention to timeline management with a keen eye for detail

- High level of maturity with excellent interpersonal skills (effective in client management, relationship building and working with multiple stakeholders)
- Excellent organizational and communication skills, able to negotiate, influence and motivate
- Proficiency in all MS Office applications. Knowledge and experience in presentation software tools (i.e. flash, html, Photoshop etc.) would be advantageous
- Willingness to assist in all areas of event coordination

Interested applicants may submit their application via the link: <https://nuscareers.taleo.net/careersection/nusnac/jobdetail.ftl?job=00680>

For enquiries, please contact Ms Koh Sock Fan at ephksf@nus.edu.sg.

We regret to inform that only shortlisted candidates will be notified.