

Research Assistant/Associate for Systematic Reviews

The Saw Swee Hock School of Public Health (SSHSPH) at the National University of Singapore (NUS) is recruiting a full-time Research Assistant/Associate to support faculty members in conducting systematic literature review.

Specific duties include but are not limited to: (1) retrieving electronic and non-electronic scientific papers on assigned topics; (2) organizing and categorizing large datasets of scientific papers into a single depository; (3) managing, reviewing and analysing datasets of scientific papers; (4) assisting in the coordination and reporting of the study findings.

The candidate should: (1) hold either a Bachelor's or Master's degree in Arts and Social Sciences, Natural Sciences, Nursing or Public Health; (2) have past experience in conducting literature review and/or systematic literature review; (3) have familiarity with managing references software such as Endnote or Mendeley; (4) have good interpersonal skills to work with the research team while working independently.

The position is a 6-month contract in the first instance and could be extended with good performance.

Applicants should send the following by email to Ms. Felicia Yue (ephyqjf@nus.edu.sg):

- 1) Cover note introducing themselves
- 2) Brief statement of interest matching their skills and competencies to the requirements of the post (no more than 1000 words)
- 3) A two-page Curriculum Vitae, containing details of two named referees
- 4) A completed NUS Personal Data Consent for Job Applicants (form is available here: [NUS Personal Data Consent for Job Applicants](#))

Informal enquiries can be addressed to A/Prof Gerald Koh (ephkohch@nus.edu.sg).

Interviews will be either face-to-face for local candidates or by video link for those who are based abroad.