

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full-time and flexi scheme employees and operates from 12 centres all over Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore

JOB DESCRIPTION

Position	Human Resources Officer/Senior Officer
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Division/Branch	Human Resources Branch
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RESPONSIBILITIES

The Human Resources Officer/Senior Officer reports to the Manager, Human Resources Branch. Based at the DAS Head Office in Jurong Point, he/ she will provide operational and administrative support for the Human Resources Branch.

The Human Resources Officer/Senior Officer performs a variety of tasks related to Human Resources including but not limited to:

- Assisting the HR Manager in identifying and developing policy and procedure updates/amendments in conjunction with best practice and local legislation
- Analyzing trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains talent
- Review monthly payroll computations and reconciliations
- Managing and coordinating end to end recruitment process
- Handling staff onboarding and off boarding process
- Following up on staff confirmation
- Monitoring and following up on staff contracts, including re-employment
- Monitoring work pass expiry and submitting work pass application and renewal
- Managing student internships and teacher attachments
- Maintain employee data, records, and reports for HR projects and initiatives
- Monitoring MOE Instructor Registration applications and renewals
- Performing other duties as assigned

COMPETENCIES

Personal Competencies (Core)

- Interpersonal skills, able to interact with all levels of staff
- Communication skills
- Accountability, ability to meet tight deadlines
- Good team player
- Ability to multi-task and adapt to changing work environment
- Ability to accept last minute changes in task assignment and/or arrangement
- Have good documentation practice

Technical Competencies

- Microsoft Office (basic)
- Online meeting platforms such as Zoom, Google meet etc
- Human Resource system

REQUIREMENTS

Education:

- Polytechnic diploma / Degree holder

Experience:

- Candidates with relevant experience in

Other Skills & Knowledge:

- Knowledge of Employment Act

	Human Resource will have an advantage	<ul style="list-style-type: none"> • Knowledge of Human Resource system
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SALARY AND BENEFITS

Starting salary will be commensurate with qualifications and experience.

After probation, the successful candidate will also receive leave benefits, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume

Email the above submissions to jobs@das.org.sg by **13 December 2024**.

Due to the high volume of applications, only shortlisted candidates will be contacted for the next stage of the selection process. If you do not hear from us within two weeks of the application closing date, unfortunately, your application has not been successful. We appreciate your interest in the position.