

**Overseas Development Programme (China)  
Job Descriptions of Available Jobs**

**Ministry of Defence**

**Policy Officer, Defence Policy Office**

**Job Requirements**

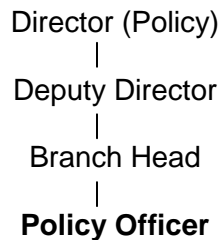
- A degree holder, preferably with good Honours in Political Science, History or Economics.
- Strong analytical and good writing skills.
- Pro-active, with good interpersonal and communication skills.

**Job Scope**

You will:

- Play a key role in shaping Singapore's engagement strategy of Northeast Asia.
- Formulate policies to safeguard our defence and security interests viz Singapore's defence relationship with countries in Northeast Asia.
- Monitor and assess the implications of developments in the Northeast Asian political and defence spheres.
- Organise high-level defence visits to and from China, the Republic of Korea and Japan, such as the annual China-Singapore Defence Policy Dialogue.

**Organisation Chart**



For further information on the above position, please contact Ms Chen Huifang at 6373-4294 or email [Chen\\_Huifang@starnet.gov.sg](mailto:Chen_Huifang@starnet.gov.sg)

**Ministry of Defence**

**Policy Officer, Strategic Planning Branch, Defence Policy Office**

**Job Requirements**

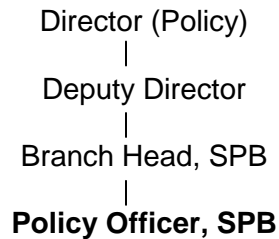
- A degree holder, preferably with good Honours in Political Science, History or Economics.
- Strong analytical and good writing skills.
- Pro-active, with good interpersonal and communication skills.

**Job Scope**

You will:

- Drive MINDEF's long-term policy planning to safeguard Singapore's international standing and defence relations.
- Identify and assess the immediate and longer-term ramifications of over-the-horizon trends for Singapore's continued national security.
- Monitor and analyse the impact of evolving security trends and geopolitical developments on Singapore's defence and security interests.
- Coordinate strategic initiatives with the Singapore Armed Forces as well as departments in MINDEF and DSTA to formulate a MINDEF/SAF position.
- Participate in inter-agency projects and work closely with a multitude of organisations including other ministries, government boards and international think tanks on scenario planning, risk management studies and strategic reviews.

**Organisation Chart**



For further information on the above position, please contact Ms Chen Huifang at 6373-4294 or email [Chen\\_Huifang@starnet.gov.sg](mailto:Chen_Huifang@starnet.gov.sg)

**Ministry of Foreign Affairs (MFA)**

**Country Officer/People's Republic of China**

Job Requirements

You must be a Singaporean with a keen commitment to public service. To apply, you should have at least an honours degree or be in the final year of study. All academic disciplines are welcome, but you should have a deep interest in international and domestic affairs.

Job Scope

- To monitor developments in and bilateral relations with China
- To provide policy inputs to other Directorates or Ministries
- To provide policy guidelines to other agencies on the conduct of their relations with China
- To process general enquiries and correspondence on matters pertaining to China
- To undertake daily media summary
- To assist in the preparation of briefs, inputs for briefs and other discussion papers pertaining to China and Singapore-China relations
- To coordinate and execute the logistical and substantive preparations of all outgoing and incoming VIP visits
- To undertake Chinese-English translation and interpretation work as and when necessary.
- To perform any duties as assigned by the supervisor(s)

Officers will spend the first year of the programme in MFA. Officer will attend a 10-month Singapore-China RTP Mandarin-English Interpreter Course conducted at the China Foreign Affairs University in Beijing.

Vacancies

There is currently one vacancy available for the Country Officer/People's Republic of China position.

For further information on the above position, please contact Mr Lim Zhong Hui at 63797947 or email LIM\_Zhong\_Hui@mfa.gov.sg

**Ministry of Trade and Industry**

**Senior Assistant Director/Assistant Director (Northeast Asia), Trade Division**

The Trade Division is responsible for driving the formulation of Singapore's foreign economic policy and safeguarding Singapore's economic interests in the international economic arena. You will be part of a dynamic team responsible for formulating and implementing Singapore's plans to engage other countries on the economic front. Depending on your interests and aptitude, you can play a key role in a wide range of areas including advancing our economic space through bilateral engagements with a wide range of economies, championing our interests in regional fora such as ASEAN and APEC, and playing a key role in World Trade Organisation and Free Trade Agreement discussions and negotiations.

Specifically, you will:

- formulate and review policies to develop Singapore's external economic wing
- help advance Singapore economic space through bilateral and multilateral engagements with China
- conceptualise effective and coherent strategies to strengthen Singapore's trade and investment ties with China, as well as working with relevant government agencies and other stakeholders to implement the strategies
- cultivate good relations with economic partners through the effective organisation of bilateral visit programmes
- develop and provide expertise in the framework, disciplines and technicalities of the WTO and FTAs
- conduct and coordinate cross-cutting strategic studies and environmental scans to facilitate the conduct of Singapore's foreign economic policy

**Job Requirements:**

You should have/be:

- at least a good Honours Degree from a recognised university, preferably in Arts and Social Sciences/International Relations/Law (graduates in other fields are also welcome to apply if they feel they have the appropriate instincts and inclination for this job)
- experience in formulating and reviewing policy matters, and operating in an international environment for an added advantage
- excellent analytical and negotiation skills
- excellent oral and written communication skills
- able to work well both independently and as a team member
- willing to travel

**Organisation Chart**



Public Service Division, Prime Minister's Office

For further information on the above position, please email Ms Mardiah Maidu at [mardiah\\_maidu@mti.gov.sg](mailto:mardiah_maidu@mti.gov.sg).

**Contact Singapore**

**Senior Officer/Assistant Head**

**Job Requirements**

- Have a good Honours degree
- 2 to 5 years of work experience, preferably in recruiting or marketing
- Excellent interpersonal skills and a keen interest in working with people
- Innovative
- Highly motivated and results-oriented
- Good analytical and lateral thinking abilities
- Good oral and written communication skills
- Singaporean or Singapore Permanent Resident

**Job Scope**

In this role, you will be expected to:

- Develop and implement effective talent engagement tools, processes and systems, as well as undertake collaboration with private and public sector multipliers to attract and retain target talent segments.
- Develop a good understanding of the talent requirements of the industries, develop suitable talent sources for the industries and engage the talent groups to work in Singapore.
- Design marketing and outreach programmes and interact with talent groups through various channels such as in-market events, online platforms as well as inbound visit programmes.
- Engage key talent & high networth individuals to optimize business activities and investments that will generate economic wealth and good jobs for Singaporeans.

For further information on the above position, please contact Ms NG Ying Yuan at 6832-6112 or email [ying\\_yuan\\_ng@edb.gov.sg](mailto:ying_yuan_ng@edb.gov.sg).

**Housing & Development Board (HDB)**

**Architect, Centre of Excellence for Building Design & Standards, HDB Building Research Institute**

Job Requirements

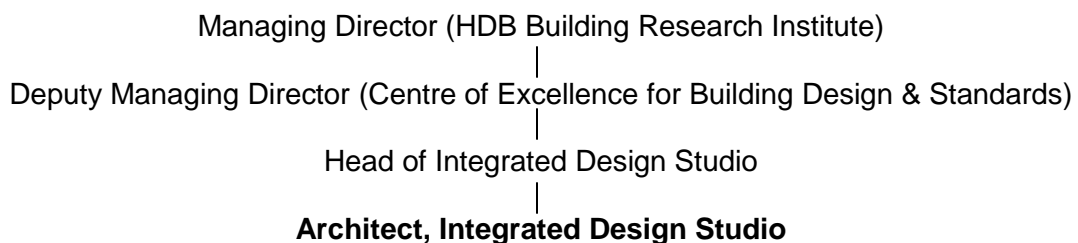
- Recognised degree in Architecture or equivalent, preferably with good honours
- Preferably 2-3 years of relevant working experience in Singapore
- Have flair for design, ability to conceptualise and good presentation skills
- Possess good interpersonal and critical thinking skills
- Independent, hands-on, meticulous and resilient
- Ability to work with a multi-disciplinary team and technical skills
- Competency in AutoCAD, SketchUp, Revit and Powerpoint required
- Knowledge in other design and presentation softwares such as 3D Max/Viz, Creative Suite Adobe or Macromedia Flash an added advantage
- Experience in design of residential projects, sustainable development, tropical landscaping will be an added advantage
- Familiarity with local statutory requirements, technical detailing and specifications Preferred

Job Scope

You will:

- Plan and design public housing projects mainly in the local market.
- Coordinate with clients, other discipline consultants and the local authorities for design development, statutory submission, project execution and on-site construction supervision.
- Involve in project management and construction operations,
- Monitor construction schedules and prepare work evaluation,
- Have opportunities to involve in overseas projects and research in tropical Landscaping

Organisation Chart



For further information on the above position, please contact Ms Deborah Lin (DID: 6490-1049, email: [lyd1@hdb.gov.sg](mailto:lyd1@hdb.gov.sg)) or Ms Lee Chiat San (DID: 6490-1130, email: [lcs6@hdb.gov.sg](mailto:lcs6@hdb.gov.sg)).

**Infocomm Development Authority (IDA)**

**Centre Director – China (Equivalent to Senior Mgr level)**

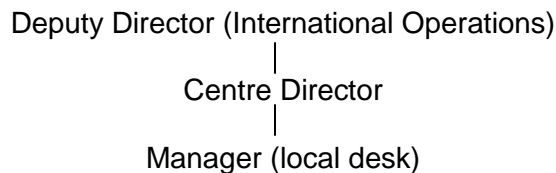
Job Requirements

- Degree in Engineering/ Computer Science /Business Administration/Economics
- Min 6 -8 years' experience in the Infocomm sector with at least 3 years spent in business development and managerial experience
- Good knowledge of the Infocomm sector and its principal players, both locally and globally
- Experience in managing an Overseas Representative Office and had worked in China region

Responsibilities

- Market and promote the Infocomm Singapore brand and enhance the reputation of the Singapore ICT industry and companies. This includes participating in key ICT events, conferences or exhibitions with iLEs, and implementing in-country publicity campaign.
- Facilitate access and increase exports for Singapore based companies into the target markets. This includes (i) providing market intelligence on country developments; (ii) identifying business opportunities and qualifying leads for iLEs; (iii) developing partnership networks; (iv) providing advice and assistance to iLEs that want to establish a presence or do more in the ME region.
- Cultivate and deepen relations with key organisations, such as government agencies, officials, business leaders and trade associations to enhance market development efforts.
- Support implementation of strategic initiatives and projects identified by HQ like iStartup, iCentre and talent attraction. This includes identifying and meeting prospective ICT startups and MNCs to set up their regional HQs and/or engineering centres in Singapore.
- Oversee and manage the operations of the overseas office. This includes arranging and staffing Ministerial and IDA delegations in their visits to the overseas markets and companies.

Organisation Chart



**International Enterprise Singapore (IE Singapore)**

**Assistant Centre Director, International Operations, China**

Job Requirements

- A good honours degree
- 3 to 4 years of working experience in China-related areas
- Independent, analytical and good business acumen
- Pro-active and have excellent interpersonal and communication skills
- Good command of written and spoken mandarin.
- Have an appreciation of the Chinese working culture

Job Scope

You will assist in industry-specific, location-specific or other projects as directed by the Centre Director of respective IE Singapore Overseas Centers in China. This includes:

- undertaking secondary market and industries research
- gathering first-hand intelligence from local companies and government agencies via meetings and interviews
- sharing and presenting market and industry knowledge via knowledge management packs, reports and discussion
- providing detailed ground information about the region and specific industries to Singapore companies
- assisting in business development, project facilitation and business matching
- any other related duties as assigned by the Centre Director

Organisation Chart



For further information on the above position, please contact Ms Geraldine Goh at 6433-4510 or email [geraldine\\_goh@iesingapore.gov.sg](mailto:geraldine_goh@iesingapore.gov.sg).

**National Environment Agency (NEA)**

**Assistant Director, Industry Promotion, Industry Development and Promotion Office**

**Job Requirements**

- Good Bachelor degree with at least 3 years of management experience.
- Strong analytical skills with big picture perspective.
- Good Interpersonal and communication skills
- Mature, independent and resourceful
- Able to travel at short notice for extended duration of overseas stay

**Job Scope**

You will:

- Cultivate relations with foreign Governments for the promotion of Singapore's environmental companies to key Government decision makers and companies in potential markets such as China and Middle East, etc.
- Evaluate and recommend the appropriate actions for the assist calls by Singapore-based environment companies in their bid for overseas projects.
- Evaluate policies and best practices of foreign Government environmental industry development/promotion activities, for adaptation in Singapore.
- Co-ordinate visits for Government officials and foreign companies to Singapore's environmental companies and Government offices.

**Organisation Chart**



For further information on the above position, please contact Mr Kwok Wai Choong at 6731 9168 or email Kwok\_Wai\_Choong@nea.gov.sg