

Temporary Staff – Temasek SkillsFuture Academy

Vacancies: 10

About the job:

- Provide administrative and logistics support for Continuing Education and Training (CET) diploma and post-diploma full qualification, SGUnited Skills courses and SGUnited Mid-career pathways programme.
- Maintain proper documentation in programme management
- Handle students matters
- Handle queries and provide advice to public and students on course-related and financial-related matters
- Monitor and report on key performance indicators
- Support in events (e.g. roadshows, career fairs, workshops, CET graduation ceremony)
- Support front counter duties

Period required:

12 months

To apply, please submit your resume to: career@tp.edu.sg

Note: Please indicate clearly the department/position that you are applying for. Applicants are to use Application for Temp Position in TP - <State the position you are applying for> as their subject header when sending their emails.

Related TP Diplomas:

Any Polytechnic Diploma

Temporary Staff – Learning Academy

Vacancies: 3

About the job:

Support the LMS Implementation Team in the following areas:

- Assist the LMS administrators to create/curate training guides on the new LMS for users
- Support the LA trainers at LMS training or clinic sessions/consultations
- Assist the LMS administrators in migration preparation work (e.g. collate and check subjects to be migrated)
- Assist the CVS administrators in migration preparation work (e.g. migrating Panopto videos in the current LMS to the new LMS, migrating Panopto videos in the current CVS to the new CVS platform, enhance the analysis of video analytics to support the schools)
- Provide support to lecturers in content rectifications as content is moved from one LMS platform to another LMS platform
- Support the LMS administrators in attending to phone and email queries related to LMS implementation

Period required:

12 months

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Related TP Diplomas:

IT-related diplomas from IIT/ENG/BUS. Must be proficient in using IT, productivity tools, and creating instructional videos and interactive content. Possess a service mindset and a pleasant disposition.

Temporary Staff – IT Services

Vacancy: 1

About the job:

To work on project on Automation of System Access Review Management (SARM) for eWorks (Teamsites)

Prerequisites

- Experience in C# programming language

Period required:

6 months

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Related TP Diplomas:

IT

Temporary Staff – School of Humanities & Social Sciences

Vacancy: 1

About the job:

1. Coordinating EAE/DAE interviews for GEM and PSY
2. Liaison between student and Supervisor for SGUS, SDG(OAP) Practicums and Industry Projects
3. Support EngAGE Symposium
4. Support outreach and publicity for GEM and PSY – e.g. collate materials for AEM, enhance and customize publicity slides and materials to suit audience needs, provide on-site logistical support for photo/video shoots
5. Curate content for GEM Learning Repository
6. Manage Industry and Alumni Databases

Period required:

12 months

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Related TP Diplomas:

Any diploma

Temporary Staff – Finance

Vacancies: 2

About the job:

Job duties

1. Work on asset tagging and follow up with schools and departments.
2. Work on reconciliation and other assets related tasks.
3. Support documentation, forms creation, training related activities.
4. Other ad-hoc duties as assigned.

Requirements

1. Proficiency in MS Office (including excel, word, PowerPoint and outlook)
2. Effective in written and verbal communication, and a good team player

Period required:

9 months

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Related TP Diplomas:

Any diploma

Temporary Staff – Finance

Vacancy: 1

About the job:

- Matching of Purchase Orders to invoices and direct invoice entries
- Checking and verification of staff claims
- Liaise with vendors, Dept users, internal or external auditors on payments related queries
- Other ad-hoc duties as assigned

Period required:

9 months

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Related TP Diplomas:
Accountancy & Finance

Temporary Staff – School of Engineering

Vacancies: 10

About the job:

- Work with subject matter experts (SME) to:
 - plan and manage development of e-learning materials and ensure complete work
 - address changes and act on feedback from subject matter experts in a timely manner
- Good knowledge of story-boarding skills (a plus)
- Savvy and good knowledge in the use of graphics, video and audio editing tools
- Conversant in use of Microsoft Office applications
- Must be creative, independent, resourceful and highly motivated
- Possess good communication skills
- Possess good time management skills and exhibit strong resilience

Period required:
12 months

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Related TP Diplomas:
Engineering

Temporary Staff – School of Engineering

Vacancies: 10

About the job:

Job Scope

- To participate in technology project development in electronic, electrical, computing and mechanical engineering domains
- To design, prototype, system-integrate and test such developments
- To perform data analysis and report writing on these developments

- To engage various stakeholders (including industry partners) to get project requirements and present the developments and results

Knowledge and skills

- Trained in electronic, electrical, computer and mechanical engineering areas
- Technically competent in at least 1 of the below
 - (i) Embedded system design
 - (ii) Mechanical design and prototyping
 - (iii) Control system design techniques, simulation
 - (iv) Computer programming;
- Good analytical skills, resourceful with a creative mind;
- Good oral & written communication skills and ability to present technical subjects clearly in team meetings and reviews

Period required:

12 months

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Related TP Diplomas:

Engineering & IT

Temporary Staff – School of Engineering

Vacancy: 1

About the job:

- Daily monitoring of staff and student returns for COVID-19
- Daily monitoring of social media platforms
- Curating stories for social media platforms
- Video production and/or editing
- Manning General Office
- Topping up stationery
- Event support
- Check and maintain staff cubicles
- Attend to any other ad-hoc matters

Period required:

9 months

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Related TP Diplomas:

- Diplomas in IT & IMT (preferred);

- We also welcome other Diploma students who have strong social media & digital skills.
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Temporary Staff – School of Engineering

Vacancy: 1

About the job:

Job Scope

- To help out as assistant coach to train the new batch of students for WSS2021
- To prepare training materials and components for the WSS training

Knowledge and skills

- Trained in electronic, electrical, computer and mechanical engineering areas
- Technically competent in
 - (v) Mechanical design and prototyping
 - (vi) Robotic simulation
 - (vii) Robot programming;
 - (viii) Robotic System Integration;
- Good analytical skills, resourceful with a creative mind;
- Good skills in oral & written communication and ability to present technical subjects clearly in team meetings and reviews

Period required:

6 months

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Related TP Diplomas:

Any engineering diploma

Temporary Staff – School of Engineering

Vacancy: 1

About the job:

Job Scope

To provide and support graphics design works for :

- Upcoming Outreach events – TP ENG Scholarship Invitation, Engineering Olympiad
- ENG Success Story Posters
- Gold Medalists 2020 Wall Design Update
- Notice Board Update @Level 3
- EAE Publicity for Instagram posters
- EN22 Leadership Wall Design Update - Collate images & info, Design Consultation

- Ad-hoc Design projects

Knowledge and skills

- Trained in graphic design areas
- Technically competent in Adobe Illustrator, Photoshop
- Good analytical skills, resourceful with a creative mind;

Period required:

6 months

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Related TP Diplomas:

All ENG / Design diplomas

Temporary Staff – School of Engineering

Vacancies: 3

About the job:

- To mass build about 15-20 sets of Physics kits to support classroom activities in short course.
- To explore new teaching Physics kits base on O level Physics syllabus.
- To develop a physics bot for ITE students to supplement learning
- To develop simple apps to manage ENGenius Programme tracking and data
- To duplicate clap n touch lab model for Engineering demo lab
- To support the fabrication of Portable Trainer board

Period required:

4 months

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Related TP Diplomas:

ELN, CEN, MTN

Temporary Staff – Estates & Facilities Management

Vacancies: 2

About the job:

1. To conduct random checks on term contractors, including cleaning contractor, to ensure works are being carried out in accordance with specifications and within the given time frame.
2. To conduct regular checking and site inspections to ensure that services and systems are in good operational conditions at all times.
3. To liaise and coordinate with EFM colleagues on daily routine and corrective works and ensure that the monthly maintenance and servicing works scheduled are carried out accordingly.
4. To be involved and participate in all upgrading, retrofitting and refurbishment work within or affected the assigned building and location.
5. To help coordinate and ensure that building facilities and services are in order for Polytechnic events, functions and meetings in the assigned buildings and locations.
6. To be assigned any other facilities management related task as determined by the management of EFM.

Period required:

9 months

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Related TP Diplomas:

Preferably Diploma in Integrated Facility Management

Temporary Staff – School of Design

Vacancy: 1

About the job:

- Assist lecturer in Heavy Workshop Hands-on Practical lesson such as Prototyping Workshop, Prototyping Lab 2 and Studio Projects.
- Assist the course in industry collaboration projects.
- Maintain 3D Printing equipment

Period required:

6 months

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Related TP Diplomas:

PID

Temporary Staff – School of Design

Vacancy: 1

About the job:

- Design and develop branding which includes for presentation, information on projects, collation of partnerships with industry on information such as project information, key showcasing of students works.
- Write-up of notable projects with illustrations. These will be used for both print and social media

Period required:

6 months

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Related TP Diplomas:

Visual communication for print and social media platforms, writing, storytelling, publicity for media, branding.

Temporary Staff – School of Design

Vacancy: 1

About the job:

- Script, plan, co-ordinate, film and edit a series of videos for DES publicity and outreach.
- Work closely with the design team to communicate brand messages through appropriate video content for social media platforms.
- Support media coverage for key DES events such as Open House, MOU signings, Design Show 2022

Period required:

6 months

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Related TP Diplomas:

DFT

Temporary Staff – School of Design

Vacancy: 1

About the job:

- Design develop marketing collaterals for all CET related courses.
- Plan and produce marketing videos “showcasing” key individuals and works produced.
- Assist in the coordination of webinars periodically for the school of design with regards to CET.
- Content to be in digital format and transferable across all platforms.

Period required:

6 months

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Related TP Diplomas:

Visual communication for social media platforms, writing, storytelling, publicity for media, branding.

Temporary Staff – Student Support & Career Services

Vacancy: 1

About the job:

To support the project to develop a ECG Resource Hub:

- Admin support for project team
- Coordinate curated contents
- Configure, test and implement the resource hub using Sharpoint Portal
- Support outreach activities
- Coordinate updating of contents to ensure that information are up-to-date and relevant

Period required:

12 months

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Related TP Diplomas:

ENG/CEN, IT diplomas

Temporary Staff – Corporate Communications

Vacancy: 1

About the job:

- Create content for TP's digital and social media platforms (especially Facebook, LinkedIn, Tiktok and Instagram), including copywriting, producing short videos, etc, to bring up key messages and amplify awareness and interest among various target audiences.
- Adapt content for suitability across different platforms and marketing channels.
- Help to plan and develop editorial calendar of social media content to drive reach, engagement and conversion.
- Use available tools to generate insights, analyse the performance of social media content and recommend areas of improvement.
- Assist in development of press releases, media pitches, as well as planning and supporting of media events.
- Facilitate filming and photoshoots.
- Able to juggle priorities and work on several projects concurrently.

Required Skill(s):

- Excellent written and verbal communication skills
- Basic proficiency in photography/videography
- Passion for creative content production.
- Strong understanding of the digital space and social media platforms to deliver effective creative work across channels

Period required:

6 months

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Related TP Diplomas:

CMM

Temporary Staff – Corporate Communications

Vacancy: 1

About the job:

Content development – Develop and produce content for social media and digital platforms:

- Develop concepts, storyboards, film and edit professional videos (event, studio, indoor and outdoor)
- Use photo/video manipulation software such as Adobe Premier, Final Cut Pro, After Effects, Motion, Adobe Photoshop, Adobe Illustrator to get desired results
- Operate, configure and setup with technical acumen various photographic/video/audio/lighting and other production equipment such as single lens reflex cameras, digital video cameras, studio lights, etc.
- Take professional photos (event, studio, indoor and outdoor)
- Put stills, motion, sound and text together to create and post content for social media platforms (Website, Staff Portal, Social Media, Workplace)
- Recommend creative ideas to generate new content for marketing campaigns and social media

Period required:

6 months

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Related TP Diplomas:

DFT

Temporary Staff – Corporate Communications

Vacancy: 1

About the job:

- Create or adapt graphic/design elements or artwork for online and print marketing assets, while ensuring brand integrity
- Create compelling visual content and add visual enhancements to web/online/social platforms/print collaterals to complement marketing campaigns
- Work with marketing agency in the conceptualisation and development of ad campaigns
- Use image/video manipulation software such as Adobe Premier, Final Cut Pro, After Effects, Motion, Adobe Photoshop, Adobe Illustrator to get desired results
- Create visual elements for microsites, EDMs and other online projects and act as a source of ideas for new innovations and features for a variety of products and marketing activities, including:
 - Websites and print collateral
 - Online advertising and marketing collaterals
 - EDMs and online publications
 - Social media and other online platforms

Period required:

6 months

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Related TP Diplomas:

CMD

Temporary Staff – School of Business

Vacancies: 3

About the job:

JOB RESPONSIBILITIES

1. Assist the lecturers in the development of learning materials.
2. Facilitate planning and communication of lessons materials, and schedules to support smooth lesson flow.
3. May be required to assist in production, curation and edit photos and videos for purpose of marketing of diploma.
4. Manage marketing collateral production timeline and ensure all deliverables are consistent with school brand and guidelines.
5. To provide administrative support, in record keeping, updating of attendance and other student data.

PREREQUISITES

1. Have strong communication, interpersonal skills and be a team player
2. Competence in use of web-based applications, media applications for e-learning and courseware production
3. Experience in photograph and video production, editing
4. Preferred experience in Premiere Pro, Aftereffects and Photoshop, or equivalent.

Period required:

6 months

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Related TP Diplomas:

-

Temporary Staff – School of Applied Science

Vacancies: 4

About the job:

He/She will be responsible in planning and conducting experiments, and they will be involved in pilot trial site monitoring studies under the scope of different research and development projects in CUS). He/She will be tasked to provide technical and administrative support to project members, involving synthesis, characterization and testing of materials.

JOB RESPONSIBILITIES

- Literature review on advanced materials and test standards as required by project needs.
- Execution of project experiments and liaison with collaborators for pilot trials and site monitoring works.
- Assist in the preparation and curation of scientific reports; and documentation of laboratory results.
- Maintain and up-keep centre's laboratories and facilities; including inventory management, routine house-keeping and maintenance of equipment.
- Assist in procurement of resources as required by project needs.
- Administrative duties to support CUS' daily operations.

JOB REQUIREMENTS

- Laboratory experience involving material characterization techniques and mechanical testing.
- Good interpersonal, oral communication and teamwork awareness.
- Good communication and writing skills in English; proficient in report curation and writing.
- Passionate and strong sense of responsibility in research and development works.

Period required:
10 months

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Related TP Diplomas:

Diploma holder in any areas relevant to Materials Science and Engineering, Chemical Engineering, Chemistry, or an equivalent by way of relevant experience.

Temporary Staff – School of Applied Science

Vacancies: 2

About the job:

1. Routine lab maintenance;
2. Project 1: Help to construct the fermentation process of Cordyceps and carry out some sample/product analysis work under the supervision of project PI;

3. Project 2: Help to perform in vitro (cell based) testing/experiments of product/sample under the supervision of project PI.

Period required:

9 months

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Related TP Diplomas:

1. Chemical Engineering or Pharmaceutical Science for project 1;
2. Bio background or PHS for project 2.

Temporary Staff – School of Applied Science

Vacancies: 2

About the job:

Technical support in the following areas:

- Recipe/Product development
- Standardisation and Scaling up of recipes
- Sourcing of ingredients
- Nutrient analysis
- Packaging
- Work on logistics for distribution
- Data management – Data entry, Data analysis

Period required:

12 months

To apply, please submit your resume to: career@tp.edu.sg

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Related TP Diplomas:

1. Baking and Culinary Science
2. Applied Food Science and Nutrition

Temporary Staff – School of Applied Science

Vacancies: 1

About the job:

He/She will support digitalisation efforts:

- 1) work with the team to develop teaching materials for new subject on digitalization and to develop training materials to upskill teaching team;
- 2) work on learning analytics tools;

- 3) use of python or VBA or equivalent to code programs for student monitoring/feedback;
- 4) use of python or VBA or RPA or equivalent to streamline the various academic processes;
- 5) work with students and staff on flex week activity regarding digitalization;
- 6) work as advisor for ChE's IT interest group (ICE).

Period required:

12 months

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Related TP Diplomas:

IT, or graduate with rich coding experiences

Temporary Staff – School of Applied Science

Vacancies: 3

About the job:

Staff will be required to:

- Perform housekeeping of animal and fish facilities.
- Assist in operation, care and maintenance of laboratory equipment.
- Support full time Technical Executives in the preparation of reagents and apparatus for practical lessons and assessments.
- Coordinate bringing of companion animals for practicals involving small live animals or pocket pets.
- Assist in the supervision of students and co-facilitation in practical lessons and/or student research projects.
- Assist on any ad-hoc tasks as required by the course

Period required:

12 months

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Related TP Diplomas:

VET

Temporary Staff – School of Applied Science

Vacancy: 1

About the job:

Support project on Carbon Capture:

1. To conduct research work and pilot studies
2. To assist in project developmental work
3. To supervise students in related research projects and oversee housekeeping

Period required:

12 months

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Related TP Diplomas:

Chemical Engineering

Pharmaceutical Science

Biotechnology

Biomedical Engineering

Temporary Staff – School of Applied Science

Vacancy: 1

About the job:

The TSO will perform the experiments designed by the PI. This included preparation reagents, performing PCR experiment, recording the data.

Period required:

7 months

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Related TP Diplomas:

BIO/BMS

Temporary Staff – School of Applied Science

Vacancies: 2

About the job:

Assist PIs in the following:

Consultancy projects

1. To conduct research work involving sample collection, sample testing, data collection and data analysis. Specific duties include: hemolymph (blood) collection from shrimp, biochemical and cellular testing on hemolymph and DNA extraction from environmental water and shrimp gut samples

2. Knowledge of molecular and microbiological techniques and should be familiar with online databases and bioinformatics tools

TPRF projects

1. To conduct research work involving sample testing, data collection and data analysis. Specific duties include: protein purification, performing ELISAs and western blots
2. To carry out gene editing procedures on fish and shrimp embryos, conduct PCR and gene sequencing analysis and animal husbandry

Period required:

10 months

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Related TP Diplomas:

Veterinary Technology

Biotechnology

Biomedical Science

Temporary Staff – School of Applied Science

Vacancies: 2

About the job:

- 1) Day to day running of microbiome / CROPS labs.
- 2) Handling all paperwork (Purchase and service and maintenance)
- 3) Support in research: Basic microbiology and Molecular biology, Diagnostics assay

Period required:

12 months

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Related TP Diplomas:

Biotechnology

Temporary Staff – School of Applied Science

Vacancies: 2

About the job:

- To provide technical and teaching assistance support for modules in AY2021/22
- To support the preparation of subject materials for practicals and practicums, such as mock-up materials for role-play for pharmacy practice subjects
- To provide support for MP/DRP projects and workshops
- To support the development of virtual reality (VR) pharmacy modules

Requirements

- Diploma in Pharmaceutical Science with relevant background in Pharmacy Practice, Pharmaceutical Analysis, Pharmaceutical Manufacturing Technology and current Good Manufacturing Practice (cGMP)
- Proficient in Microsoft Office (e.g. Word, PowerPoint, Excel)
- Basic photo and video editing skills
- Familiar with gowning and clean room disinfection procedures
- Candidate with prior experience working/interning in a hospital setting pharmacy will be advantageous
- Possess interest in developing e-learning materials

Period required:

12 months

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Related TP Diplomas:

Diploma in Pharmaceutical Science
