

Project Officer (Nursing/Public Health/Allied Health)
Nanyang Technological University

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Posted Apr. 28, 2025, set to expire Aug. 28, 2025

Job Title	Project Officer (Nursing/Public Health/Allied Health)
Department	NTU-WeBank Joint Research Centre
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Apr. 28, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Public Health/Management/Administration
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Nursing-Public-Health-Allied-Health-_R00020544
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Apply By Email	
Job Description	

NTU-WeBank Joint Research Centre On FinTech is Singapore's 1st Joint Research Centre in Fintech. By employing "state-of-the-art" research, such as data science and analytics, Internet of Things (IoT) and blockchain technologies, the centre aims to enable and realise Banking 4.0, where banking can be personalised and done anytime, anywhere.

We are seeking a motivated and detail-oriented Project Officer to support the planning, execution, and

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documentation of rehabilitation projects, including those focused on dementia, frailty, mental health, and Traditional Chinese Medicine (TCM). The role involves assisting with data collection and analysis, literature reviews, logistical coordination, ethics documentation, and community engagement activities, ensuring projects are carried out efficiently and in compliance with institutional and data protection standards.

Key Responsibilities:

- Assist in the execution of rehabilitation projects, including those involving dementia, frailty, mental health and TCM-based approaches.
- Conduct literature reviews, support data collection in clinical or community settings, and carry out basic data entry and preliminary analysis.
- Provide logistical and documentation support, including preparation of ethics applications, study protocols, and progress reports.
- Conduct health games testing and study.
- Assist in organising workshops, community engagement events, and fieldwork activities.
- Maintain accurate project documentation and ensure adherence to data protection and institutional policies.

Job Requirements:

- Diploma or equivalent qualification in Nursing, Public Health, Allied Health, or a related field.
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Clinical experience, particularly in geriatric care or TCM, is highly valued.

- Experience with rehabilitation project activities, including participant recruitment, data collection, and data management; therapy-related expertise is a strong advantage.
- Strong documentation, organizational, and communication skills.
- Proficient in Microsoft Office; familiarity with health or research is a plus.
- Able to work independently and collaboratively within a multidisciplinary research team.
- Bilingual in Mandarin and English preferred, especially for participant communication and working with TCM materials.

We regret that only shortlisted candidates will be notified.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore