

Nanyang Polytechnic invites applicants for the positions of:

ACADEMIC POSITIONS

MANAGERS/ LECTURERS

Candidates will be appointed based on their qualifications and relevant work experience. They should have a good degree with at least 3 years of relevant work experience in one or more of the following areas:

School of Engineering (Electronics)

- Clean Energy
- Social Computing
- Green Technology
- Telematics Systems
- Mathematics & Statistics
- Pervasive & Mobile Computing
- Communications & Networking
- Cooperative Autonomous Systems
- Bioelectronics
- Electrical Engineering
- **Optical System Design**
- Aerospace Systems & Management
- **Laser Technology & Applications**
- Computational Intelligence & Analytics
- Imaging Technology & Computer Vision

School of Health Sciences (Allied Health)

- Fitness modules
- Exercise Physiology
- Applied Physiology
- Human Biomechanics
- Introductory Biomechanics

Candidate should have at least a Masters Degree in Applied Sciences/Sports Science or related fields.

School of Business Management

- Risk Management
- General Insurance
- Wealth Management
- Global Securities Operations
- Fund Administration & Accounting
- Financial Planning & Life Insurance
- Alternative Investments & Hedge Funds
- Investment Analysis & Portfolio Management

School of Health Sciences (Nursing)

- Midwifery
- Ophthalmic
- Paediatrics
- Gerontology
- Mental Health
- Paramedicine
- Perianaesthesia
- Infection Control
- Chronic Disease Management

Singapore Institute of Retail Studies

- Customer Services
- Visual Merchandising
- Learning & Development
- Financial Management for Retail
- Business Innovation for Retail
- Productivity & Innovation(Retail Operations)
- Retail Logistics & Supply Chain Management

Candidates with significant experiences and leadership quality may be appointed as an Assistant Manager in Programme Operations

NON-ACADEMIC POSITIONS

School of Engineering (Electronics)

DEVELOPMENT ENGINEERS

Responsibilities:

- Lead, manage and undertake R&D projects
- Create, productise and commercialise IPs
- Supervise students in R&D projects

Requirements:

- Degree (Post-graduate and Graduate) in the fields of Electronics Engineering, Electrical Engineering, Computer Science/Engineering, Information Technology, Communications/Network Engineering, Interactive Digital Media Technology/Systems/Design, or related disciplines
- Good project management skills
- Relevant work experience in one or more of the following areas:

INFOCOMM TECHNOLOGY

- Mobile Ad-hoc Network development
- Windows and Linux network protocols development
- Communications and/or embedded system development
- Conversant in network modelling using OPNET or other R&D network simulators
- Advanced software development skills in one or more languages: C++, C#, Java, GNU gcc, Objective-C++
- Working knowledge of iPhone, Android and/or Windows Phone 7 application development

IMAGING TECHNOLOGY

- Optical system design for real-time laser interferometry-based strain measurement
- Advanced software development skills in Matlab, c/C++ and C#
- Conversant in optical system calibration, integration and testing
- Knowledge and usage of image processing and analysis tools and libraries

EDUCATION TECHNOLOGY

- Learning Style study and development using social media
- Teaching and Instructional Strategies study and development
- Adaptive Learning Content development
- Advanced software and algorithm development in computational intelligence and analytics
- Knowledge and experience in research methods, qualitative and/or quantitative data collection techniques

TECHNICAL SUPPORT OFFICERS

Responsibilities:

- Provide technical and operations support of laboratories
- Provide developmental support of lab experiments and training aids
- Assist in project development work

Requirements:

- Polytechnic Diploma in Electronics Engineering, Infocomm Technology, Computer Engineering, Communications Engineering, Electrical Engineering, or related disciplines
- Work experience in electronic instruments/equipment and computer hardware/software/peripherals

Finance Department

ACCOUNTANT

Responsibilities:

- Responsible for accounting functions, financial and management reporting, review of policies and enhancement of processes/systems

Requirements:

- Degree in Accountancy or related disciplines
- Knowledge of Oracle would be an advantage

School of Business Management

MANAGEMENT SUPPORT OFFICER

Responsibilities:

- Perform a wide range of management and administrative support function in a fast paced business school environment.
- Handling student matters, purchasing administration, financial administration, asset and facility management, academic administration such as Industrial Placements, Overseas Exchange etc.
- Manage the day-to-day smooth operations of the School's General Office

Requirements:

- Candidates must possess a Polytechnic Diploma with at least 2 years of relevant working experience
- Has a good work attitude with a strong integrity and personal discipline
- A team player with excellent communication & interpersonal skills

Singapore Institute of Retail Studies

MANAGER/BUSINESS DEVELOPMENT

Responsibilities:

- Successful candidate is responsible for the marketing and business development of the full spectrum of programmes and services offered by the Singapore Institute of Retail Studies (SIRS)

Requirements:

- Degree with at least 10 years of relevant experiences in business development and/or marketing and marketing communication
- Candidates from the retail, service and/or education or training industry will be an advantage
- Must be a team player; and possess a strong customer service mindset and be able to work and gain the respect of SIRS' corporate clients and industry partners
- Candidates with lesser experience may be appointed as an Assistant Manager or Business Development Executive

Estates Management

FACILITIES ENGINEER

Responsibilities:

- Manage and maintain building installations and services
- Plan, procure and manage addition and alteration works
- Manage service contracts and contractors
- Prepare tender specifications, reports and perform other related administrative works
- Manage and co-ordinate administrative and finance matters

Requirements:

- Degree in Engineering or related fields
- At least 3 years of relevant working experience in facilities maintenance & operations, addition and alteration works and improvement projects
- Able to multi-task and deliver under tight deadlines

ESTATES SERVICES OFFICERS

FACILITIES MANAGEMENT

Responsibilities:

- Manage, co-ordinate and supervise the maintenance of building facilities, cleaning, pest control & landscaping services
- Draft tender/quotation specifications, documents and manage contracts & contractors
- Co-ordinate and supervise addition & alteration works
- Plan and manage budgets, expenditures, revenue, and other related financial/administrative matters

Requirements:

- Diploma in Engineering or related fields
- At least 3 years of relevant working experience in facilities maintenance, management of contracts & contractors and related administrative/finance works
- Experience in addition & alteration works and building related improvement projects and/or operation of audio video system or security system would be an advantage