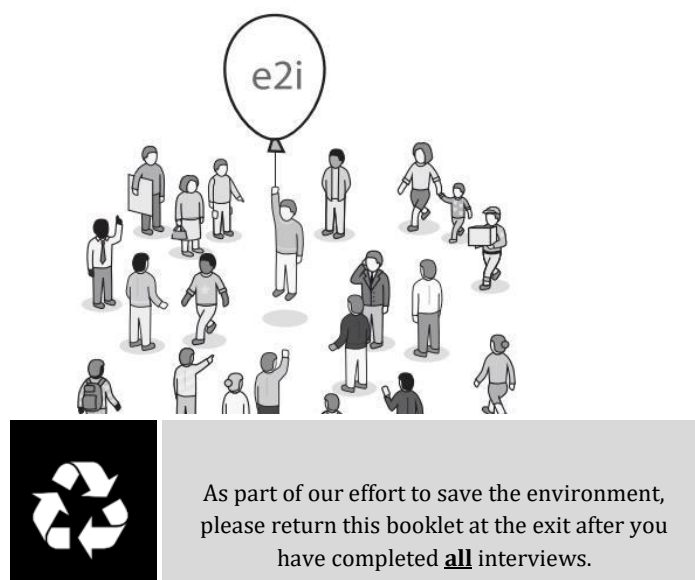


# SkillsFuture Festival Care Economy Jobs & Skills Fair

Toa Payoh HDB Hub Atrium Level 1

25 July 2025

## JOB LISTING BOOKLET



### About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg)

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## #1 Ma Kuang Chinese Medicine & Research Centre Pte Ltd

Leading TCM healthcare enterprise in Singapore with over 30 TCM clinics, Women's & Children's clinics, e-commerce & medical retail outlet. We have outlets islandwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>Min 'O' Level.</li> <li>Friendly and outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Patient registration.</li> <li>Cashiering.</li> <li>Handle appointments.</li> <li>Dispense medications.</li> <li>Basic housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>10am to 9pm</li> <li>Various locations</li> </ul>
<b>Massage Therapist</b>	<ul style="list-style-type: none"> <li>Good communication skills and customer relationship skills.</li> <li>Friendly personality, cooperative and work well with co-workers.</li> <li>Positive attitude and be open to learning new things.</li> <li>Able to work on retail hours, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Performing therapy such as Tuina, Cupping, Gua Sha, or other technique.</li> <li>Handling and managing patient satisfaction.</li> <li>Performing clinic's daily operations.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>10am to 9pm</li> <li>Various locations</li> </ul>
<b>TCM Physician</b>	<ul style="list-style-type: none"> <li>Possess a valid certification with the Singapore TCMPB or Waiting to be registered.</li> <li>Basic IT knowledge.</li> <li>Friendly personality, cooperative and work well with co-workers.</li> <li>Open to work on weekends and public holiday.</li> </ul>	<ul style="list-style-type: none"> <li>Provide professional TCM consultation and treatments to patients.</li> <li>Attend to patients' enquiries about treatments and other TCM-related queries.</li> <li>Ensure proper documentation of treatment services and medicine assigned to patients in TCM database.</li> <li>Attend TCM health talks and workshops.</li> <li>Adhere to the TCM Physician's Code of Conduct and MOH's regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>10am to 9pm</li> <li>Various locations</li> </ul>
<b>Business Development Executive</b>	<ul style="list-style-type: none"> <li>Min. Diploma / Degree in any field.</li> <li>Min. 2 years sales experience in Healthcare / Insurance / Business Development / Sales or any related field.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and cultivate new business opportunities and establish long-term relationships with existing and potential corporate clients.</li> <li>Developing areas of opportunity for the company and securing a pipeline of new opportunities</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>9am to 6pm</li> <li>Singapore 151106</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• and establishing an early relationship with clients.</li> <li>• Develop and liaise with insurance panels or stakeholders.</li> <li>• Develop other TCM clinics for product and medicine wholesale opportunities.</li> </ul>	
<b>E-Commerce Executive</b>	<ul style="list-style-type: none"> <li>• Diploma in E-Commerce, Marketing, Business, or a related discipline.</li> <li>• At least 2-3 years of hands-on experience in e-commerce operations, digital marketing, or online retail.</li> <li>• Proficient in managing online marketplaces like Shopee and Lazada.</li> <li>• Able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement effective sales strategies to boost product visibility and revenue on Shopee and Lazada.</li> <li>• Monitor key performance indicators (KPIs), analyse trends, and run online promotions to maximize exposure and sales.</li> <li>• Provide responsive and professional customer support through e-commerce platforms.</li> <li>• Oversee order processing, delivery, and return handling to ensure a smooth and efficient fulfilment process.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am to 6pm</li> <li>• Singapore 151106</li> </ul>
<b>IT Support</b>	<ul style="list-style-type: none"> <li>• Diploma in Computer Science, Information Technology, or a related field.</li> <li>• At least 1 year experience.</li> <li>• Familiarity with Windows systems and environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance and recommendations to colleagues on best practices for using systems and technologies within the company.</li> <li>• Maintain IT related Fixed Assets to support onboarding / offboarding process.</li> <li>• Collaborate with vendors, project leads and users to resolve issues and ensure consistent, viable solutions.</li> <li>• Update the core WordPress, manage plugin license and maintain pages and content.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 9am to 6pm</li> <li>• Singapore 151106</li> </ul>

## #2 Ren Ci Hospital

Ren Ci Hospital is an established Voluntary Welfare Organization (VWO) in rehabilitative and geriatric care, primarily serving the elderly community in Singapore. Ren Ci (仁慈) means loving kindness and compassion which became the guiding principles in our delivery of affordable medical, nursing and rehabilitative care services, serving all regardless of background, race and religion. Our spectrum of care includes a community hospital, a chronic sick unit, two nursing homes and three-day centres offering day rehab, day care and centre-based nursing services.

Over the years, Ren Ci has evolved and expanded its services to meet the needs of a rapidly ageing population in Singapore, leverage on partnerships and engagement with the community to give dignity back to the elderly.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Community Care Associate</b>	<ul style="list-style-type: none"> <li>GCE 'O' Level</li> </ul>	<ul style="list-style-type: none"> <li>Provide companionship by actively listening to the residents' wishes and concerns and ensuring that measures are taken to keep them comfortable.</li> <li>Facilitate and support all aspects of the residents' daily lives, taking into consideration individual preferences. Part of a self-managed team, he/she is responsible for creating an environment that enhances residents' quality of life.</li> <li>Provide basic care and services to residents in basic activities of daily living, including assistance with personal hygiene, toileting, diaper changing and showering.</li> <li>Monitor health status and vital signs.</li> <li>Perform tube feeding / Nasogastric tube (NGT) feeding for residents.</li> <li>Assist to apply prescribed topical medication.</li> <li>Perform and monitor individualised therapy intervention.</li> <li>Any other duties assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>5-6 days work week</li> <li>3 rotating shifts: AM: 7am to 3.30pm PM: 1pm to 9.30pm Night: 9pm to 8am</li> <li>Various locations</li> </ul>
<b>Home Care Associate</b>	<ul style="list-style-type: none"> <li>GCE 'N' Level</li> </ul>	The Care Associate (CA) will provide home-based personal care services which aims to assist clients with their daily activities of living, to enable them to be taken care of and live in the comfort and security of their own home.	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8.30am to 5.45pm</li> <li>Singapore 737628</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Duties include but not limited to companionship, personal hygiene, medical escort, grocery shopping, meal preparation, feeding and light housekeeping.</li> <li>Assist with instrumental activities of daily living (“IADLs”), including light housekeeping and laundry, assistance with medication and simple errands such as grocery shopping.</li> <li>Provide companionship and engage in mind-stimulating, recreational and leisure activities with client.</li> <li>Performing simple maintenance exercises as prescribed by a registered therapist.</li> <li>Provide medical escort services for clients who need to attend medical appointments.</li> <li>Complete comprehensive and concise visit reports to ensure proper documentation.</li> <li>Any other duties (including administrative duties) as assigned by reporting officer.</li> </ul>	



### #3 Royce Dental Group

Royce Dental Group was established to provide comprehensive dental services from basic dentistry to specialist treatments, while creating a friendly and approachable environment. With experience and expertise from years of service both in private and public healthcare, our goal is to provide quality dental care that remains cost-effective for all patients.

The Royce dental team is equipped with regular training sessions to improve their skills and dental knowledge, and this ensures that our patients are in good hands.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Dental Assistant</b>	<ul style="list-style-type: none"> <li>All applicants are welcome to apply, prior experience in Dental assisting will be an advantage.</li> <li>Computer literate.</li> <li>Team player.</li> <li>Good communication and interpersonal skills.</li> <li>On-the-job training will be provided to candidates with no prior dental assisting experience.</li> </ul>	<ul style="list-style-type: none"> <li>Assist dental surgeons in clinical &amp; dental procedures.</li> <li>Assist in preparing, sterilizing of dental instruments.</li> <li>Ensure high standard of infection control.</li> <li>Maintain &amp; ensure cleanliness of clinic facilities.</li> <li>Other related duties include casting of models &amp; handling of lab cases.</li> <li>Ensure the comfort of patients throughout treatment.</li> <li>Perform desk duties with courtesy professionalism in a fast-paced dynamic environment.</li> <li>Any ad-hoc duties as requested by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Dental Receptionist</b>	<ul style="list-style-type: none"> <li>All applicants are welcome to apply, prior experience in Dental assisting will be an advantage.</li> <li>Computer literate.</li> <li>Team player.</li> <li>Good communication and interpersonal skills.</li> <li>On-the-job training will be provided to candidates with no prior dental assisting experience.</li> </ul>	<ul style="list-style-type: none"> <li>Related duties include casting of models &amp; handling of lab cases.</li> <li>Ensure the comfort of patients throughout treatment.</li> <li>Perform desk duties with courtesy professionalism in a fast-paced dynamic environment.</li> <li>Any ad hoc duties as requested by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

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## #4 Singapore General Hospital

Singapore General Hospital, established in 1821, is the largest acute tertiary hospital in Singapore and ranked among the world's best. It provides the most comprehensive patient-centred care with over 50 clinical specialties on its campus. As an Academic Medical Centre, it takes pride in training healthcare professionals and conducting cutting edge research to meet evolving needs of the nation as well as the region. Driven by a strong sense of purpose, SGH is committed to give of its best to heal and bring hope, as it has for over 200 years.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Basic Care Assistant</b>	<ul style="list-style-type: none"> <li>Primary school education.</li> <li>Able to understand and speak simple English.</li> </ul>	<ul style="list-style-type: none"> <li>Provide basic nursing care activities to patients such as transferring and assisting them in their daily activities.</li> <li>Carry out basic housekeeping activities.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>Monday to Friday: 8am to 1pm</li> <li>Singapore 169608</li> </ul>
<b>Dietary Attendant, Food Services</b>	<ul style="list-style-type: none"> <li>Primary school education.</li> <li>Able to understand and speak simple English.</li> </ul>	<ul style="list-style-type: none"> <li>Assisting cooks in the preparation of rice, vegetables, fruits and necessary ingredients.</li> <li>Assisting in the plating of meals for patients during breakfast, lunch and dinner.</li> <li>Checking food served against patient meal order slips.</li> <li>Serving of meals trays to patients and collecting of soiled trays once patient have finished their meals.</li> <li>Receiving and issuing of food items (E.g. Stock inventory tracking).</li> <li>Managing of Satellite pantry.</li> <li>Housekeeping duties.</li> </ul>	<ul style="list-style-type: none"> <li>6-days work week</li> <li>6.30am to 2.30pm / 11.30am to 7.30pm, including weekends and public holidays</li> <li>Singapore 169608</li> </ul>
<b>Health Care Assistant, Client and Specimen Management</b>	<ul style="list-style-type: none"> <li>Primary school education.</li> <li>Able to understand and speak simple English.</li> </ul>	<ul style="list-style-type: none"> <li>Receive and check laboratory specimens, sort and label patient samples and prepare them for data entry and analysis.</li> <li>Sort and distribute laboratory reports, cleaned items and patients' samples to the various sections of the laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>6-days work week</li> <li>Weekdays: 8am to 4.45pm / 9.45am to 6pm / 11.45am to 8.30pm</li> <li>- Rotated to perform Saturday duties (2 to 3 Saturdays per month).</li> <li>- Rotated to perform Sunday duties.</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>- Rotated to perform night shifts (8.30am to 8.30pm), about 4 to 5 times per year.</li> <li>• Singapore 169608</li> </ul>
<b>Health Care Assistant (Radiology)</b>	<ul style="list-style-type: none"> <li>• Primary school education.</li> <li>• Able to read and understand simple English.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform porter duties as well as basic housekeeping.</li> <li>• Assist patients to change into robes for procedures.</li> <li>• Transfer/position patients in the room.</li> <li>• Ensure that the procedure room is setup and ready for patients.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 2 rotating shifts, including weekend and public holidays:               <ul style="list-style-type: none"> <li>- 1st shift: 7.45am to 4.45pm</li> <li>- 2nd shift: 12pm to 9pm</li> </ul> </li> <li>• Singapore 169608</li> </ul>
<b>Patient Care Assistant, Radiology</b>	<ul style="list-style-type: none"> <li>• GCE 'N' Levels and equivalent.</li> <li>• A recognized Certificate in Health Care (Inpatient) WSQ Certificate in Healthcare Support (Nursing Care) preferred.</li> <li>• Ability to communicate in English, both spoken and written.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide basic nursing and patient care such as assisting in the preparation of patients undergoing procedures and the preparation of the imaging room and/or equipment; assisting radiographer and radiologist during procedures and communicating effectively with the patient and their relatives.</li> <li>• Adhere to strict infection control measures and exercise standard precaution and good hand hygiene.</li> <li>• Assist PSA in scheduling the imaging procedures and to advise both patients and the public on the necessary procedure preparation.</li> <li>• Assist in maintaining the general cleanliness and upkeep of the assigned work area within the imaging facility.</li> <li>• Assist in transferring patients to and from the imaging facility.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 2/3 rotating shifts (morning, afternoon, night), including weekends and public holidays.</li> <li>• Singapore 169608</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Care Support Associate</b>	<ul style="list-style-type: none"> <li>GCE 'N' Levels.</li> <li>Ability to communicate in English, both spoken and written.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the healthcare team in the various patient care activities such as basic hygiene care, wound dressing, blood sampling and assisting with nursing procedures.</li> <li>Handle ward administration such as patient's admission/discharge, patient's appointments and medical records and housekeeping duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>3 rotating shifts, including weekends and public holidays:               <ul style="list-style-type: none"> <li>1st shift: 8am to 4.35pm</li> <li>2nd shift: 1pm to 9.35pm</li> <li>Night shift: 9pm to 7.30am</li> </ul> </li> <li>Singapore 169608</li> </ul>
<b>Therapy Assistant</b>	<ul style="list-style-type: none"> <li>GCE 'O' Levels.</li> <li>Experience in a healthcare setting will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Therapists in the delivery of treatments.</li> <li>Include setting up of equipment, inventory control and administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week</li> <li>Monday to Friday: 8am to 5.15pm, Saturday: 8am to 1pm</li> <li>Singapore 169608</li> </ul>
<b>Instrument Technician Associate</b>	<ul style="list-style-type: none"> <li>National ITE Certificate in Mechanical Engineering, Precision Engineering or related fields.</li> </ul>	<ul style="list-style-type: none"> <li>Provide sterile and serviceable surgical instruments and equipment.</li> <li>Involved in the decontamination, inspection, preparation, packaging, sterilization, storage and distribution of the sterile devices to operating theatres and procedural rooms.</li> <li>Involved in projects involving work-process improvements as you gain experience in the department.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>3 rotating shifts, including weekends and public holidays:               <ul style="list-style-type: none"> <li>1st shift: 8am to 4.35pm</li> <li>2nd shift: 1pm to 9.35pm</li> <li>Night shift: 9pm to 7.30am</li> </ul> </li> <li>Singapore 169608</li> </ul>
<b>Operating Theatre Technical Associate</b>	<ul style="list-style-type: none"> <li>GCE 'O' Levels/ NITEC / Higher NITEC.</li> <li>Candidates with WSQ / SSG Higher Cert in Healthcare (Nursing) in OT &amp; SST will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Setting up of Operating Theatre suites and basic equipment set-up to meet surgical list for the day.</li> <li>Daily cleaning of patient trolleys and floors in the operating rooms, as well as the preparation of operating theatre.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>3 rotating shifts, including weekends and public holidays:</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist the surgical team in transferring and positioning patient onto the operating table, adjusting Operating Theatre lights when assigned.</li> </ul>	<ul style="list-style-type: none"> <li>1st shift: 7am to 4pm</li> <li>2nd shift: 1pm to 9.30pm</li> <li>Night shift: 9pm to 7.30am</li> </ul> <ul style="list-style-type: none"> <li>Singapore 169608</li> </ul>
<b>Patient Service Associate Executive / Patient Service Associate (Radiology / Specialist Outpatient Clinics)</b>	<ul style="list-style-type: none"> <li>GCE 'N/O/A' Levels / NITEC.</li> <li>Diploma in any discipline will be recognised for senior positions.</li> <li>Experience in customer service will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Provide prompt and quality front-line services to patients, including the followings.</li> <li>Registration and scheduling of appointments for patients.</li> <li>Collecting of payments from patients.</li> <li>Replying emails from patients.</li> <li>Provide basic nursing care for patients.</li> <li>Chaperon &amp; assist doctor/ radiographers in the consultation/ procedure rooms.</li> </ul>	<p><b>Radiology:</b></p> <ul style="list-style-type: none"> <li>5-days work week</li> <li>2 rotating shifts, including weekend and public holidays:               <ul style="list-style-type: none"> <li>1st shift: 7.45am to 4.45pm</li> <li>2nd shift: 12pm to 9pm</li> </ul> </li> </ul> <p><b>Specialist Outpatient Clinics:</b></p> <ul style="list-style-type: none"> <li>5-days work week</li> <li>Staggered Shift:               <ul style="list-style-type: none"> <li>8am to 5pm/ 8.30am to 5.30pm/ 9am to 6pm/ 10am to 7pm</li> <li>1 Saturday (half day) every 4 weeks</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>Singapore 169608</li> </ul>
<b>Patient Service Associate Executive / Patient Service Associate, Bed Management Unit</b>	<ul style="list-style-type: none"> <li>GCE N/ O/ A Levels / NITEC.</li> <li>Diploma in any discipline will be recognised for senior positions.</li> <li>Experience in customer service will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Match patients' requested bed class with the available supply of beds to minimise waiting time and to optimise hospital bed resources.</li> <li>Working and communicating with various stakeholders and team members on patients' requests and changes to bed assignment.</li> <li>Using of the Bed Management System to search and assign beds to patients in accordance to set protocol, policy and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>6-days work week</li> <li>Able to perform 3 rotating shifts, including weekends, night shifts and public holidays.</li> </ul> <ul style="list-style-type: none"> <li>Singapore 169608</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Collating, analysing and submitting of statistical reports on a timely basis.</li> </ul>	
<b>Patient Service Associate Executive / Patient Service Associate, Patient Financial Services</b>	<ul style="list-style-type: none"> <li>NITEC in any discipline or Diploma in any discipline.</li> <li>Prior work experience in customer service will be an advantage.</li> <li>Team Player with good interpersonal and communication skills.</li> <li>Customer-oriented and must be comfortable working with invoices and numbers.</li> </ul>	<ul style="list-style-type: none"> <li>Provide accurate and timely processing of bills and charges, deposit, as well as financial counselling to all SGH patients.</li> </ul>	<ul style="list-style-type: none"> <li>5.5-days work week</li> <li>Mon to Thurs: 8.30am to 5.45pm</li> <li>Friday: 8.30am - 5.30pm</li> <li>1 Saturday every 4 weeks: 8.30am to 12.30pm</li> <li>Singapore 169608</li> </ul>
<b>Primary Care Coordinator, Clinical Network</b>	<ul style="list-style-type: none"> <li>Minimum GCE 'O' Levels with 1 year of working experience.</li> <li>Diploma in any discipline with no relevant working experience can be considered.</li> <li>Proficient in Microsoft office (Word, Excel, PowerPoint)</li> <li>Caring and patient oriented.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for providing primary care coordination and administration support to facilitate care of patients.</li> <li>Provide support to patients by helping to schedule appointments for ancillary services.</li> <li>Populate the Chronic Disease Registry (CDR), as well as updating and maintaining patient records.</li> <li>Tracking of patient's appointment and conditions.</li> <li>Provide assistance to Specialist Outpatient Clinic (SOC) clinicians in explaining available options for follow-up at primary care.</li> <li>Counselling and motivating patients in following up their care in primary care.</li> <li>Gather feedback and conducting patient satisfaction survey.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>Mon to Thurs: 8.30am to 6pm,</li> <li>Friday: 8.30am to 5.30pm</li> <li>Singapore 169608</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Associate Executive / Associate Executive, Post Graduate Allied Health Institute (PGAHI)</b>	<ul style="list-style-type: none"> <li>• Diploma in any discipline with at least 1 to 2 years relevant work experience.</li> <li>• Good communication, interpersonal and service skills.</li> <li>• Motivated driven, organised, meticulous and detail oriented.</li> <li>• Good work attitude and good team player.</li> <li>• Able to work in a fast-paced environment.</li> <li>• Proficient in Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Assistant/Senior/ Manager/Assistant Director and Executives of the Institute in the day-to-day operations, as well as planning and implementing PGAHI's initiatives and programmes.</li> <li>• Provide administrative support in the Institute's routine operations in areas such as inventory (including stock taking and purchasing), venue bookings).</li> <li>• Provide administrative and logistic support in events and initiatives.</li> <li>• Coordinate appropriate record keeping of training information and statistics as well as the maintenance and updating the Institute's databases.</li> <li>• Plan, organize and implement PGAHI training programmes beyond providing administrative support to PGAHI programmes for Allied Health Professionals in SGH and the broader local healthcare community.</li> <li>• Serve and maintain as the key liaison with local and overseas partners and participants.</li> <li>• Manage budgeting of training programmes with adherence to organisation's financial processes.</li> <li>• Support the implementation of the Institute's marketing strategies and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Mon to Thurs: 8.30am to 6pm</li> <li>• Friday: 8.30am to 5.30pm</li> <li>• Singapore 169608</li> </ul>
<b>Associate Executive, Strategic Planning and Evaluation (PHIC)</b>	<ul style="list-style-type: none"> <li>• Diploma preferably in Healthcare Administration or related field.</li> </ul>	<ul style="list-style-type: none"> <li>• Secretariat duties and administrative support for the Programme, Division and Workgroups.</li> <li>• Secretarial support to Division Chairman.</li> <li>• Assists in exploration, coordination and implementation of activities spearheaded by Division</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Mon to Thurs: 8.30am to 6pm</li> <li>• Friday: 8.30am to 5.30pm</li> <li>• Singapore 169608</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Chairman or Programme/ Division. <ul style="list-style-type: none"> <li>• Provide administrative and logistical support for meetings, workshops and events.</li> <li>• Prepare data, information for proposals and slides for presentations and submissions.</li> <li>• Develop and maintain databases to help track and monitor initiatives and progress.</li> </ul>	
<b>Associate Executive, Alice Lee Institute of Advanced Nursing (IAN)</b>	<ul style="list-style-type: none"> <li>• Diploma with a minimum of 2 years' working experience.</li> <li>• Good command of written English and knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support and coordination for the smooth maintenance of training functions, databases, reports and assisting in major events/projects.</li> <li>• Offer support and guidance to new staff.</li> <li>• Coordinate functions and activities and demonstrate initiative/volunteer to lead tasks in committees or activities.</li> <li>• Coordinate and support the implementation of nursing training programmes.</li> <li>• Update of training databases.</li> <li>• Ensure allocated training seats are filled up and replacements are followed up</li> <li>• Processing of invoices and course fees.</li> <li>• Handle training-related queries promptly and professionally.</li> <li>• Assist with the Department's day-to-day operational and administrative duties.</li> <li>• Ensure office equipment functions properly and office supplies are well-stocked .</li> <li>• Organize and maintain department records.</li> <li>• Develop schedule to consolidate staff leave projections for annual planning.</li> <li>• Consolidate and submit Purchase Requisitions to MMD/Pharmacy through Ariba system.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• Mon to Thurs: 8.30am to 6pm</li> <li>Friday: 8.30am to 5.30pm</li> <li>• Singapore 169608</li> </ul>



## #5 Babilou Family Singapore

Babilou Family Singapore is a subsidiary of Babilou Family Group, a France-incorporated Early Childhood organisation. Previously known as Nurture Education Group, we now operate under the new corporate name Babilou Family Singapore with 61 education learning centres islandwide. This includes preschool brands KiddiWinkie Schoolhouse, Little Footprints, as well as student care brand Learning Leap.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Possess the Advanced Diploma in Early Childhood Centre Leadership (ADECL).</li> <li>• Degree in Early Childhood Education will be an advantage.</li> <li>• Minimum 3 years of experience in teaching or managing a childcare/preschool.</li> <li>• A team leader as well as a team player.</li> <li>• Possess excellent written and communication skills.</li> <li>• Proficient in Microsoft Office (Word/ Excel/ PowerPoint).</li> </ul>	<ul style="list-style-type: none"> <li>• Lead strategic direction and overall management of the centre.</li> <li>• Determine requirements that must be met regarding licensing, health and safety regulations from the start and local regulatory agencies.</li> <li>• Work closely with agencies to meet requirements.</li> <li>• Guide and monitor staff in teaching and planning for their individual professional development.</li> <li>• Mentor the teachers to facilitate collaborative approaches to learning, teaching and evaluation so as to raise performance standards and competencies.</li> <li>• Provide leadership for setting overall goals for the school as a basis for curriculum objectives.</li> <li>• Prepare budget and control budget expenditures and manage disbursement of cash for purchases.</li> <li>• Keep adequate records of income and expenditures.</li> <li>• Prepare weekly or monthly reports required for the respective departments and management.</li> <li>• Organise specific centre programs, initiatives and events.</li> <li>• Ensure that the needs of children and parents are met.</li> <li>• Handle centre administrative matters and enrolment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 7am to 7pm</li> <li>• Various locations</li> </ul>
<b>Preschool Educator (English Language)</b>	<ul style="list-style-type: none"> <li>• Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, supervise and implement the programme for the class in accordance with centre's policies and framework.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 7am to 7pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Certificate in Early Years.	<ul style="list-style-type: none"> <li>• Prepare and implement the programs and age-appropriate teaching aids.</li> <li>• Set up and create a stimulating and engaging pleasant learning environment that promotes learning.</li> <li>• Keep accurate records of children's progress and address the children's educational and developmental needs individually.</li> <li>• Complete progress reports on children for each semester and prepare a developmental portfolio for each child.</li> <li>• Communicate with the parents by writing comments on the child's well-being, progress, etc. in the Parents-Teacher Communication Booklet. Check this Communication Booklet daily for messages, and/or comments from the parents.</li> <li>• Build and maintain close partnership with parents.</li> <li>• Responsible for all aspects of classroom management and carry out routine care duties to ensure safety and hygiene of the children.</li> <li>• Work closely with the other teaching staff in the class in carrying out the duties.</li> <li>• To undertake other related duties as and when assigned.</li> </ul>	
<b>Preschool Educator (Chinese Language)</b>	<ul style="list-style-type: none"> <li>• Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, supervise and implement the programme for the class in accordance with centre's policies and framework.</li> <li>• Prepare and implement the programs and age-appropriate teaching aids.</li> <li>• Set up and create a stimulating and engaging pleasant learning environment that promotes learning.</li> <li>• Keep accurate records of children's progress and address</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 7am to 7pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the children's educational and developmental needs individually.</p> <ul style="list-style-type: none"> <li>• Complete progress reports on children for each semester and prepare a developmental portfolio for each child.</li> <li>• Communicate with the parents by writing comments on the child's well-being, progress, etc. in the Parents-Teacher Communication Booklet. Check this Communication Booklet daily for messages, and/or comments from the parents.</li> <li>• Build and maintain close partnership with parents.</li> <li>• Responsible for all aspects of classroom management and carry out routine care duties to ensure safety and hygiene of the children.</li> <li>• Work closely with the other teaching staff in the class in carrying out the duties.</li> <li>• To undertake other related duties as and when assigned.</li> </ul>	
<b>Infant Educator</b>	<ul style="list-style-type: none"> <li>• Certifications in Early Childhood Care &amp; Education (HCIC/CIT/ACEY).</li> <li>• Possess Fundamentals or Certificate in Preschool teaching.</li> <li>• First Aid Certification will be an advantage.</li> <li>• Experience in toddler care will be an advantage.</li> <li>• Passionate in nurturing infants and toddlers.</li> <li>• Possess excellent interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, supervise and implement the programme for the class in accordance with centre's policies and framework.</li> <li>• Carry out routine care duties.</li> <li>• Create an open, friendly, and cooperative atmosphere in which children and parents feel comfortable and secure.</li> <li>• Responsible for the safety and hygiene of the children.</li> <li>• Provide experiences that promote individual expression through conversation, play, and creative interaction.</li> <li>• Complete progress reports and prepare a developmental portfolio for each child.</li> <li>• Ensure that parents receive adequate information about their child's progress at the centre.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 7am to 7pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist the child in coping with anxiety during the transition phase (separation from parents when placed into infant care school).</li> </ul>	
<b>Trainee Educator</b>	<ul style="list-style-type: none"> <li>Min. Secondary 2 education.</li> </ul>	<ul style="list-style-type: none"> <li>The trainee educator will be placed under the place-and-train programme.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>7am to 7pm</li> <li>Various locations</li> </ul>
<b>Assistant Early Years Educator</b>	<ul style="list-style-type: none"> <li>Certifications in Early Childhood Care &amp; Education (FECCE).</li> <li>Possess Fundamentals or Certificate in Preschool teaching.</li> <li>First Aid Certification will be an advantage.</li> <li>Experience in toddler care will be an advantage.</li> <li>Passionate in nurturing infants and toddlers.</li> <li>Possess excellent interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to the individual centre's schedule and practices.</li> <li>Conduct non-programme activities like storytelling, crafts, etc.</li> <li>Assist Lead Teachers to prepare for lessons by getting materials ready or setting up equipment e.g. water play, etc.</li> <li>Assist in supervising the children in class, between classes and toileting.</li> <li>Assist in the lessons by working with individual students or small groups of students. For example, after the Lead Teacher presents a lesson, Assistant Teacher may help a small group of students as they try to master the material.</li> <li>Supervise the children at play and assist with the daily basic routine care such as changing of diapers, showering the children, feeding the children, etc.</li> <li>Adhere to Teaching Standards, Safety, Hygiene, Rules and Regulations set by the centre and ECDA.</li> <li>Provide all other support and assistance where necessary to ensure smooth operations.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>7am to 7pm</li> <li>Various locations</li> </ul>
<b>Support Staff - Cleaner / Cook</b>	<ul style="list-style-type: none"> <li>Experience in childcare settings will be advantageous.</li> <li>No minimum education required.</li> <li>Candidate who possess Food Handling</li> </ul>	<ul style="list-style-type: none"> <li>Ensure cleanliness of the school at all times.</li> <li>Assist and support actively when the cook is away.</li> <li>Clean the classroom, toilets, common areas, office, reception, parents' area, windows, doors,</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>7am to 7pm</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>certificate is an advantage (Not a must).</p> <ul style="list-style-type: none"> <li>• Punctual and Responsible.</li> <li>• Able to commence work soon is preferred.</li> </ul>	<p>window grilles, gates, shelves, cabinet, shoe racks, cubbies, children's tables and chairs, dining area.</p> <ul style="list-style-type: none"> <li>• Clear rubbish from classrooms/offices.</li> <li>• Assist in showering the children in the morning or washing of dishes in the afternoon.</li> <li>• Prepare simple meals when needed especially working on Saturday.</li> <li>• Maintain cleanliness and neatness of the garden and outdoor play area (if applicable).</li> </ul>	

## #6 M.Y World Preschool

M.Y World Preschool was appointed by Early Childhood Development Agency as an Anchor Operator in 2014. M.Y World supports families with affordable, accessible and quality infant and childcare services. Today, M.Y World's 54 centres provide more than 4000 preschool places and is one of the fastest growing anchor operators. M.Y World Preschool is a subsidiary of Metropolitan YMCA, which has a proven track record of providing affordable and quality child care service since 1980. Visit [www.myworld.org.sg](http://www.myworld.org.sg) for more information.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Educator L2</b>	<ul style="list-style-type: none"> <li>Diploma in Early Childhood Care and Education.</li> <li>Possess good verbal and written communication skills.</li> <li>Ability to exercise high level of vigilance when caring for children.</li> </ul>	<ul style="list-style-type: none"> <li>Plans, prepares and conducts holistic activities for children's development.</li> <li>Provides care, guidance and create positive learning experiences to children.</li> <li>Takes initiative to develop and maintain good relationship with parents.</li> <li>Works closely with parents on children's needs.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Mother Tongue Language Educator</b>	<ul style="list-style-type: none"> <li>Diploma in Early Childhood Care and Education.</li> <li>Possess good verbal and written communication skills.</li> <li>Ability to exercise high level of vigilance when caring for children.</li> </ul>	<ul style="list-style-type: none"> <li>Plans, prepares and conducts holistic activities for children's development.</li> <li>Provides care, guidance and create positive learning experiences to children.</li> <li>Takes initiative to develop and maintain good relationship with parents.</li> <li>Works closely with parents on children's needs.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Pre K Educator</b>	<ul style="list-style-type: none"> <li>Advanced Certificate in Early Childhood Care and Education / Higher NITEC in Early Childhood Education.</li> <li>Possess good verbal and written communication skills.</li> <li>Ability to exercise high level of vigilance when caring for children.</li> </ul>	<ul style="list-style-type: none"> <li>Plans, prepares and conducts holistic activities for children's development.</li> <li>Provides care, guidance and create positive learning experiences to children.</li> <li>Takes initiative to develop and maintain good relationship with parents.</li> <li>Works closely with parents on children's needs.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Early Years Educator</b>	<ul style="list-style-type: none"> <li>Advanced Certificate in Early Years.</li> <li>Possess good verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Plans, prepares and conducts holistic activities for children's development.</li> <li>Provides care, guidance and create positive learning</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to exercise high level of vigilance when caring for children.</li> </ul>	<ul style="list-style-type: none"> <li>experiences to infants and toddlers.</li> <li>Takes initiative to develop and maintain good relationship with parents.</li> <li>Works closely with parents on children's needs.</li> </ul>	
<b>Infant Educator</b>	<ul style="list-style-type: none"> <li>Higher Certificate Infant Care.</li> <li>Possess good verbal and written communication skills.</li> <li>Ability to exercise a high level of vigilance when caring for infants.</li> </ul>	<ul style="list-style-type: none"> <li>Plans, prepares and conducts holistic activities for infants and toddlers' development.</li> <li>Provides daily routine care, guidance and create positive learning experiences to infants and toddlers up to 18 months of age.</li> <li>Takes initiative to develop and maintain good relationship with parents.</li> <li>Works closely with parents on children's needs.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Para Educarer</b>	<ul style="list-style-type: none"> <li>Fundamental Certificate in Early Childhood Care and Education.</li> <li>Ability to work as a team.</li> <li>Good interpersonal skills.</li> <li>Willing to learn and attend courses.</li> <li>Good verbal and written communication skills would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Plays an active role in providing care, guidance, developmental and positive experiences to children under her care.</li> <li>Assists the Educator in planning and implementation of education programme for children from two (2) months to four (4) years of age.</li> <li>Understands of the developmental milestones and emerging skills in the first 4 years.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Trainee Educator</b>	<ul style="list-style-type: none"> <li>Ability to work as a team.</li> <li>Good interpersonal skills.</li> <li>Willing to learn and attend courses.</li> </ul>	<ul style="list-style-type: none"> <li>Provides care, guidance, developmental and positive experiences to children under her care.</li> <li>Assists the Educator in planning and implementation of education programme for children from eighteen (18) months to six (6) years of age.</li> <li>Be a role model to children, and believes in fostering positive attributes, explicitly and implicitly by example in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cook / Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>Basic Food &amp; Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Prepares all meals for the children and staff in line with approved menu and Health Promotion Board requirements for healthy eating.</li> <li>Ensures the cleanliness of the kitchen at all times.</li> <li>Complies with ECDA's hygiene requirements for food preparation and kitchen cleanliness.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>
<b>Cleaner</b>		<ul style="list-style-type: none"> <li>Ensures the cleanliness of the school premise at all times.</li> <li>Controls the usage of toiletries according to the budget given.</li> <li>Carries out any other tasks assigned by the Principal from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>



## #7 SDM Education Group

SDM Education Group is one of the Group's current diversified operations in the development of Preschools under the SDM Education Group Holdings from Hong Kong, which specialises in children's dance academies. Our vision is to be a preferred Group for Quality Early Childhood Care and Education where children get the best out of their Early Years!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Preschool Educator</b>	<ul style="list-style-type: none"> <li>Responsibility, Passion, Patience and Love for Children.</li> <li>Minimum Diploma in Early Childhood Education/ Advanced Certificate in Early Years.</li> </ul>	<ul style="list-style-type: none"> <li>Equip children with life skills and cultivate values that will prepare them for primary school and beyond.</li> <li>Help young children develop a love for learning by creating a safe and nurturing environment through creative and engaging activities.</li> <li>Gain the trust and respect of his/her young charges in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>40hrs per week</li> <li>Various locations</li> </ul>
<b>Infant Educator</b>	<ul style="list-style-type: none"> <li>Responsibility, Passion, Patience and Love for Children.</li> <li>Possess Certifications in Early Childhood Care &amp; Education (HCIC/CIT/ACEY) or Fundamentals or Certificate in Preschool teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Attuned and responsive to the needs of kids between 2 months and 3 years of age, responsible for creating a safe, playful and welcoming environment for the young ones.</li> <li>Actively develops trust with the little ones' parents and family members.</li> <li>Adopt innovative and nurturing teaching approaches to help the young ones discover their potential.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>40hrs per week</li> <li>Various locations</li> </ul>
<b>Trainee Educator / Assistant Teacher</b>	<ul style="list-style-type: none"> <li>Responsibility, Passion, Patience and Love for Children.</li> <li>Minimum 3 'O' Level Credits.</li> <li>Open to Mid-Career Switchers.</li> </ul>	<ul style="list-style-type: none"> <li>Responsive to the needs of young children.</li> <li>Collaborates with other Educators to create a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them.</li> <li>Assists Educators to create a quality learning environment by implementing developmentally appropriate curricula and programmes through the observation and assessment of the children's needs and developmental milestones.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>40hrs per week</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"><li>• Provide a holistic development for the children, partakes in activities that forges trusting and respectful relationships and partnerships with families.</li></ul>	

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## #8 Skool4Kidz Pte Ltd

Skool4Kidz Pte Ltd has been a Preschool Anchor Operator since January 2014. We work with families to give every child a successful early start in life through affordable quality early care and education.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Infant Educators</b>	<ul style="list-style-type: none"> <li>• Possess Certificate in Infants and Toddler Care and Development (CIT) + Early Years Development Framework (EYDF)</li> <li>• WSQ Higher Certificate in Infant Care (HCIC) or WSQ Advanced Certificate in Early Years (ACEY).</li> </ul>	<p>Plan and implement curriculum and programmes:</p> <ul style="list-style-type: none"> <li>• Develop routine caregiving approach, lesson experiences and learning materials aligned to the Early Years Development Framework.</li> <li>• Create developmentally appropriate materials and resources to enhance quality learning environments.</li> <li>• Document children's learning and development.</li> <li>• Implement strategies to build respectful, responsive and reciprocal relationships with infants and toddlers</li> <li>• Review health, safety, nutritional and hygiene practices in accordance with standards and procedures.</li> <li>• Plan developmentally appropriate experiences in the infant care setting.</li> </ul> <p>Build stakeholder relationships and partnerships:</p> <ul style="list-style-type: none"> <li>• Establish relationships with families to facilitate the continuity of care and learning between home and centre.</li> <li>• Coordinate activities with families and community stakeholders.</li> <li>• Facilitate collaboration with families and community stakeholders to enhance programmes and services.</li> </ul> <p>Manage family and community programmes:</p> <ul style="list-style-type: none"> <li>• Execute collaborative projects with families and community stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Evaluate family and community initiatives and programmes for improvements.</li> </ul> <p>Conduct routine caregiving:</p> <ul style="list-style-type: none"> <li>Conduct caregiving assessment.</li> <li>Provide routine caregiving practices in accordance with standards and procedures.</li> <li>Identify areas for improvements for routine caregiving.</li> </ul> <p>Uplift professional practice:</p> <ul style="list-style-type: none"> <li>Promote Centre's vision, mission and values.</li> <li>Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools.</li> <li>Identify areas for improvement to enhance work performance.</li> <li>Propose improvements to professional development and service quality improvement activities.</li> <li>Develop new teaching and caregiving approaches based on observations.</li> </ul>	
<b>Preschool Educators</b>	<ul style="list-style-type: none"> <li>Possess at least Diploma in Early Childhood Education (ECH) or Diploma in Child Psychology &amp; Early Education (CPEE) OR</li> <li>Diploma in Early Childhood Studies (ECS) OR</li> <li>Diploma in Early Childhood Development &amp; Education (ECDE) OR</li> <li>Higher NITEC in Early Childhood Education.</li> </ul>	<p>Plan and implement curriculum and programmes:</p> <ul style="list-style-type: none"> <li>Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks.</li> <li>Review results of learning needs assessment.</li> <li>Guide juniors in engaging children meaningfully in accordance with the curriculum and pedagogical frameworks.</li> <li>Customise classroom management strategies.</li> <li>Design quality learning environment with developmentally appropriate learning materials and resources.</li> <li>Review health, safety, nutritional and hygiene practices in</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>accordance with standards and procedures.</p> <ul style="list-style-type: none"> <li>Identify potential teaching and learning methods, tools and assistive technology based on emerging trends in the sector.</li> <li>Evaluate documentations of children's learning and development to better inform planning and teaching.</li> </ul> <p>Build stakeholder relationships and partnerships:</p> <ul style="list-style-type: none"> <li>Execute communication strategies and policies to foster a culture of collaboration within the Centre.</li> <li>Identify opportunities to collaborate with families to ensure continuity of care and learning between the home and the Centre.</li> </ul> <p>Manage family and community programmes:</p> <ul style="list-style-type: none"> <li>Develop outreach activities to promote Centre programmes and services.</li> <li>Guide the execution of collaborative projects with families and community stakeholders.</li> <li>Evaluate family and community initiatives and programmes for improvements.</li> </ul> <p>Conduct routine caregiving:</p> <ul style="list-style-type: none"> <li>Review results of caregiving assessment.</li> <li>Review caregiving in accordance with standards and procedures.</li> <li>Evaluate routine caregiving improvement opportunities.</li> </ul> <p>Uplift professional practice:</p> <ul style="list-style-type: none"> <li>Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Analyse areas for improvements for professional practice.</li> <li>Propose improvements to professional development and service quality improvement activities.</li> <li>Promote Centre's vision, mission and values.</li> </ul>	
<b>Assistant Teacher / Programme Helper</b>	<ul style="list-style-type: none"> <li>Fundamentals Certificate in Early Childhood Care &amp; Education.</li> <li>Candidates with no experience are welcome to apply.</li> </ul>	<p><b>Custodial Care:</b></p> <ul style="list-style-type: none"> <li>Assist teachers in the supervision of children in classrooms, halls and playground, during meal times or on field trips.</li> <li>Ensure high standards of hygiene and safety are maintained at all times.</li> <li>Ensure safety and well-being of children at all times.</li> <li>Comfort children.</li> <li>Help children with personal care needs:               <ul style="list-style-type: none"> <li>Attend to children's basic needs by feeding them, showering, dressing them,</li> <li>Accompany children in toileting and/or changing their clothes/diapers.</li> <li>Assist children with basic tasks such as cutting, pasting and writing.</li> <li>Monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.</li> <li>Assist in the setting up and clearing away of all activities, materials and equipment.</li> <li>Assist in bus loading and unloading.</li> </ul> </li> </ul> <p><b>Environment:</b></p> <ul style="list-style-type: none"> <li>Ensure classroom, equipment and facilities are clean, well-maintained, safe and secure at all times.</li> <li>Perform basic cleaning duties such as disinfecting toys and</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>equipment or cleaning up areas after mealtimes or snacks.</p> <ul style="list-style-type: none"> <li>Be familiar with emergency procedures.</li> </ul>	
<b>Preschool Educators (MTL) Malay &amp; Tamil</b>	<ul style="list-style-type: none"> <li>Possess at least Professional Diploma in Early Childhood Care and Education - Teaching (PDECCE-T) OR</li> <li>Diploma in Early Childhood Care and Education - Teaching DECCE-T) or Diploma (Conversion) in Early Childhood Care and Education - Teaching DECCE-T (Conversion) OR</li> <li>Certificate in Preschool Mother Tongue Language (Malay) (CPMTL-M).</li> <li>Certificate in Preschool Mother Tongue Language (Tamil) (CPMTL-T).</li> </ul>	<p>Plan and implement curriculum and programmes:</p> <ul style="list-style-type: none"> <li>Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks.</li> <li>Review results of learning needs assessment.</li> <li>Guide juniors in engaging children meaningfully in accordance with the curriculum and pedagogical frameworks.</li> <li>Customise classroom management strategies.</li> <li>Design quality learning environment with developmentally appropriate learning materials and resources.</li> <li>Review health, safety, nutritional and hygiene practices in accordance with standards and procedures.</li> <li>Identify potential teaching and learning methods, tools and assistive technology based on emerging trends in the sector.</li> <li>Evaluate documentations of children's learning and development to better inform planning and teaching.</li> </ul> <p>Build stakeholder relationships and partnerships:</p> <ul style="list-style-type: none"> <li>Execute communication strategies and policies to foster a culture of collaboration within the Centre.</li> <li>Identify opportunities to collaborate with families to ensure continuity of care and learning between the home and the Centre.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>44hrs per week</li> <li>Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Manage family and community programmes:</p> <ul style="list-style-type: none"> <li>• Develop outreach activities to promote Centre programmes and services.</li> <li>• Guide the execution of collaborative projects with families and community stakeholders.</li> <li>• Evaluate family and community initiatives and programmes for improvements.</li> </ul> <p>Conduct routine caregiving:</p> <ul style="list-style-type: none"> <li>• Review results of caregiving assessment.</li> <li>• Review caregiving in accordance with standards and procedures.</li> <li>• Evaluate routine caregiving improvement opportunities.</li> </ul> <p>Uplift professional practice:</p> <ul style="list-style-type: none"> <li>• Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools.</li> <li>• Analyse areas for improvements for professional practice.</li> <li>• Propose improvements to professional development and service quality improvement activities.</li> <li>• Promote Centre's vision, mission and values.</li> </ul>	
<b>Trainee Teacher</b>	<ul style="list-style-type: none"> <li>• Candidates with no experience are welcome to apply.</li> </ul>	<p>Custodial Care:</p> <ul style="list-style-type: none"> <li>• Assist teachers in the supervision of children in classrooms, halls and playground, during meal times or on field trips.</li> <li>• Ensure high standards of hygiene and safety are maintained at all times.</li> <li>• Ensure safety and well-being of children at all times.</li> <li>• Comfort children.</li> <li>• Help children with personal care needs:</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 44hrs per week</li> <li>• Various locations</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>- Attend to children's basic needs by feeding them, showering, dressing them,</li> <li>- Accompany children in toileting and/or changing their clothes/diapers.</li> <li>- Assist children with basic tasks such as cutting, pasting and writing.</li> <li>- Monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.</li> <li>- Assist in the setting up and clearing away of all activities, materials and equipment.</li> <li>- Assist in bus loading and unloading.</li> </ul> <p>Environment:</p> <ul style="list-style-type: none"> <li>• Ensure classroom, equipment and facilities are clean, well-maintained, safe and secure at all times.</li> <li>• Perform basic cleaning duties such as disinfecting toys and equipment or cleaning up areas after mealtimes or snacks.</li> <li>• Be familiar with emergency procedures.</li> </ul>	

## #9 AWWA Ltd

AWWA is a social service agency, serving over 16,000 persons across life-stages yearly. Services include early intervention for pre-schoolers, education and disability support for children and adults with additional needs, assistance to low-income families, caregivers, and health and social assistance for vulnerable seniors. AWWA is Singapore-based, with an Institution of a Public Character (IPC) status.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Early Intervention Teacher</b>	<ul style="list-style-type: none"> <li>Minimum Diploma or Degree in Early Childhood Care &amp; Education, Special Education, Psychology, Social Work, or equivalent.</li> <li>Great interpersonal and communication skills.</li> <li>Love working with preschoolers.</li> <li>Organised and meticulous.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the standards of service delivery in the EIC.</li> <li>Report to the EIC regularly and attend classes, meetings, trainings and events punctually.</li> <li>Develop lesson plans and adopt developmentally appropriate teaching materials, methods, tools, and assistive technologies to create quality natural learning environments to embed pupils' functional goals in the daily activities under supervision.</li> <li>Co-create a natural learning environment to stimulate children's learning interest and promote engagement by implementing new teaching and learning approaches.</li> <li>Co-plan and implement appropriate classroom management strategies to manage an individual and a group of diverse learners.</li> <li>Coordinate center-based intervention and home-based intervention with Trans-disciplinary team members and collaborate with families and caregivers to enhance child and family outcomes under supervision.</li> <li>Develop and implement functional learning goals for each child, under his/her charge, in collaboration with the Trans-disciplinary team and family members.</li> <li>Monitor and review the children's progress, functional goals, and family priorities in coordination with other team members regularly.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>3 days a week: 7.45am to 1.15pm, or 12.45pm to 6.15pm</li> <li>2 days a week: 7.45am to 4.45pm, or 9.15am to 6.15pm</li> <li>Singapore 547531</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Update and maintain the records of each child's daily attendance, assessment, intervention records, and progress of development. Record keeping includes any other forms related to teaching and learning which are to be completed and submitted whenever necessary.</li> <li>Prepare IEP and Progress summary/ Narrative summary for each pupil, and discuss with parents during the Pre, as well as actual Parent-Team Conferences (PTC).</li> <li>To be responsible for all matters pertaining to the administration, intervention, caregiving, and safety of the pupils.</li> <li>Maintain regular communication with parent(s) or guardian(s) through the Communication book, emails, telephone calls, or any other functional means.</li> <li>Adopt evidence-based approaches such as Trans-disciplinary, Family-Centred Practices, Early Childhood Holistic Outcomes and other best practices in the Early Intervention sector.</li> <li>Maintain health, safety, hygiene standards and procedures, and implement the appropriate course of action to protect and support children to create safe learning environments.</li> <li>Inventorise and maintain all equipment and resources in the EIC classrooms and common areas.</li> <li>Attend meetings, discussions, training, workshops, functions, and events as and when deemed necessary and fit for operations and professional development.</li> <li>Maintain confidentiality at all times with regard to all matters pertaining to the children, families, and staff.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Support the implementation of center initiatives and identify the areas of improvement for family and community initiatives and programs to create awareness of the center programs and services.</li> </ul>	
<b>Early Intervention Teacher Assistant</b>	<ul style="list-style-type: none"> <li>Minimum Advanced Certificate in Early Childhood or related.</li> <li>Immediate starters will be advantageous.</li> <li>IT savvy.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the standards of service delivery in the EIC.</li> <li>Report to the EIC regularly and attend classes, meetings, trainings and event punctually.</li> <li>Support Early Intervention (EI) teachers in preparing developmentally appropriate teaching materials and resources to create quality natural learning environments.</li> <li>Assist in the delivery of lessons by adopting suitable teaching and learning approaches to embed children's functional goals in daily activities.</li> <li>Assist in the implementation of appropriate classroom management strategies to manage a group of diverse learners.</li> <li>Clarify or consult any matters pertaining to the classroom with the EI teacher-in-charge.</li> <li>Update and maintain daily records of each child's daily attendance in the salesforce system and absenteeism forms. Record keeping includes any other forms related to teaching and learning which are to be completed and submitted whenever necessary.</li> <li>Assist in documentation work (i.e. typing, photocopying, distributing, etc.) related to Pre, as well as actual Parent-Team Conference (PTC) and other child-related matters.</li> <li>To be responsible in assisting all matters pertaining to the administration, intervention,</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>3 days a week: 7.45am to 1.15pm, or 12.45pm to 6.15pm</li> <li>2 days a week: 7.45am to 4.45pm, or 9.15am to 6.15pm</li> <li>Singapore 547531</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>caregiving and safety of the children.</p> <ul style="list-style-type: none"> <li>• Assist in maintaining regular communication with parent(s) or guardian(s) through the communication book, emails, telephone calls, or any other functional means.</li> <li>• Maintain health, safety, hygiene standards and procedures, and implement the appropriate course of action to protect and support children to create safe learning environments.</li> <li>• Attend meetings, discussions, trainings, workshops, functions and events as and when deemed necessary and fit for operations and professional development.</li> <li>• Provide administrative and logistical support for the outreach activities and community initiatives to create awareness of services provided by the centre.</li> <li>• Maintain confidentiality at all times with regard to all matters pertaining to the children, families, and staff</li> <li>• Assist in ad-hoc projects/committees as and when required by the Head Teacher, Centre Manager and/or Senior Centre Manager.</li> <li>• Perform ad-hoc assignments as and when directed by Lead Teacher, Centre Manager and/or Senior Centre Manager.</li> </ul>	
<b>Teacher (Special Education)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan Individual Education Plans (IEP)/ Individual Transition Plan (ITP), monitor students' progress and achievements, evaluate students' learning and prepare progress reports.</li> <li>• Plan daily lesson plans/ weekly CCA, and teach meaningful lessons (in all areas of curriculum), following the UDL framework to cater to the</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• AM session: 7.45am to 1.30pm</li> <li>• PM session: 12.15pm to 6pm</li> <li>• Singapore 547532/479225</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		students with different learning needs and abilities.	
<b>Assistant Teacher (Special Education)</b>	<ul style="list-style-type: none"> <li>Minimum NITEC.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in classroom teaching, including hydrotherapy/ swimming sessions, toilet-training, showering and other daily living skills training sessions.</li> <li>Assist in supervising and managing students' behaviour using appropriate behaviour intervention techniques.</li> <li>Assist in lesson delivery, classroom teaching resources/ materials and equipment.</li> <li>Support students' learning in the classroom, learning journeys, school events, and ad-hoc activities during out-of-school hours.</li> <li>Attend meetings, case discussions, home visits and other relevant staff development training.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>AM session: 7.45am to 1.30pm</li> <li>PM session: 12.15pm to 6pm</li> <li>Singapore 547532/479225</li> </ul>

## #10 e2i services

### e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

**You can also reach them at the following centres (By appointment only):**

**e2i Career Centre  
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,  
Level 2, Singapore 609607

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,  
Singapore 018989

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,  
1 Tampines Walk, #01-21,  
Singapore 528523

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,  
900 South Woodlands Drive,  
#03-01 Woodlands Civic Centre,  
Singapore 730900

**Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:**

<https://www.e2i.com.sg/locations/#SGUJSC>

## **NTUC Job Security Council's Telegram Channels**

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

