



The Tsao Foundation strives to help older persons realise opportunities in longevity by being a catalyst for constructive systemic and mindset change. This mission is undertaken through four synergistic core initiatives:

- **Community for Successful Ageing (ComSA)** takes a community-wide approach to forge an integrated system of comprehensive programmes and services with the aim to promote health and wellbeing over the life course, and to enable ageing in place.
- **Hua Mei Centre for Successful Ageing** which enables ageing-in-place by pioneering replicable, community-based, integrated health and psychosocial age care service models grounded in person-centred principles
- **Hua Mei Training Academy**, dedicated to capacity building in professional community-based age care, informal and family caregiving, as well as personal development and community action in successful ageing through providing practitioner-driven training, education and consultancy services
- **International Longevity Centre Singapore** which supports policy, practice, advocacy and community development through initiating high impact research and collaborative platforms in population ageing issues and related action

Established in 1993, the Tsao Foundation is a Singapore-registered charity with IPCs (Institutions of a Public Character) and engaged in the global response to longevity.

Senior Executive, Development

To provide administrative support to our Training Academy and contribute to the development of the programmes, in particular, leveraging on the digital technology application.

Main Responsibilities

- Support the Development work (including planning, coordinating and decision making) on review and revision of training/course materials in consultation with subject matter experts;
- Convert existing courseware to interactive materials for e-platform;
- Perform courseware testing and evaluate courseware based on approved storyboard;
- Assist in adhoc projects that are being carried out by the Department from time to time;

Requirements:

Qualifications

- Bachelor's Degree or Advanced Diploma in Education or Instructional Design or Diploma in Animation;

Experience

- At least 2 years' working experience with 1 year in instructional design or editorial work in an educational institution;
- Excellent in project management skills;
- Familiar with Adult Learning Theories or Pedagogical Strategies;
- Good knowledge in Authoring and Anchoring Tools and its usability;

Other Skills

- Creative, analytically strong and technically savvy;
- Meticulous and organized;
- Hands-on experience in Dreamweaver, Flash, Adobe Creative Suite, Articulate, Lectora or Raptivity is preferred;
- Proactive, flexible and able to multi-task;
- Good interpersonal skills and confident in interacting with people of all levels;

Interested applicants, please email your resume, current and expected salaries to: hr@tsaofoundation.org

We regret that only shortlisted candidates will be notified.