

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 (Operations)

Reporting to the Manager (Operations), the Senior Executive is responsible for the overall smooth operations, administration and performance of Hua Mei Training Academy to ensure compliance in accordance to programme funding, SSG and CPE guidelines as well as organisational policies.

The responsibilities include but not limited to:

- Administer courses and workshops from start to end
- Execute course matters pertaining to course administration and delivery matters
- Coordinate training logistics and placement activities for each programme
- Participate in networking, sharing and collaboration with professional teams when necessary
- Maintain client database, training catalogue, programme resource materials, documentation of contracts with vendors and statistical records and reports.

**Requirements:**

- A Degree in Marketing, Operations or Business Development with at least 2 years of relevant working experience
- Diploma holders with a few years of relevant experience will also be considered
- WSQ experience is preferred
- Strong project management skills and resourceful
- Ability to work independently as well as a team
- Good presentation and written communication skills

Interested applicants, please email your resume, current and expected salaries to: [hr@tsaofoundation.org](mailto:hr@tsaofoundation.org)

We regret that only shortlisted candidates will be notified.