

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-centered 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.

Data Entry Analyst (Part-Time, 18-months Contract)

Reporting to the Research Manager, your main responsibility is to read and extract relevant data from several sources (such as the electronic medical record, clinic admin system, clinical case notes, etc) and enter the data accurately into the Excel spreadsheet for a health service evaluation study.

Requirements

- Possess a bachelor's degree. Preferably health-related discipline
- Research or clinical data entry experience is desirable
- Good organisational and analytical skills
- Good understanding of written English
- Familiar with Microsoft Word and Excel
- Willing to learn new systems (eg. IngoT, GPC)
- Accountable and able to work independently

Work Hours

- 8 to 14 hours a week (max. 56 hrs/mth)

Work Location

Community for Successful Ageing
300 Whampoa Drive
#03-01
Singapore 327737

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

We regret that only shortlisted candidates will be notified.