

DYSLEXIA ASSOCIATION OF SINGAPORE

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full-time and flexi scheme employees and operates from 12 centres all over Singapore!

The Dyslexia Association of Singapore Limited (DAS Ltd) provides a continuum of services for children with dyslexia and other specific learning differences, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

JOB DESCRIPTION

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| Position | MLP Administration Associate / Officer |
| Division/Branch | English Language and Literacy (ELL) |

RESPONSIBILITIES

The MLP Administration Associate/Officer reports to the Director of SpLD Assessment Services via the Senior Manager.

Based at the DAS Office in Rex House, he / she will be mainly responsible for the following:

1. Preparation of statistics and reports including the monthly submission of MLP (MA) enrolment to MOE, statistics for the retention committee
2. Consolidate all the Monthly Enrolment statistics from all the DAS learning centres and offsite locations
3. Handle and manage the Student Attendance report for General Management Team
4. Prepare the summary of MLP students turnover (retention committee) twice yearly
5. Termly work on Structured Mandatory Make-Up (SMMU) classes to extract and update student listing and attendance.
6. Assist the SMMU team on allocation and grouping of EdTs to each group
7. Work closely with respective divisions on related matters
8. Monitor and provide a list of students for Request For Extension (RFE) to the RFE team.
9. Preparation of RFE reports for collection by MOE
10. Act as liaison for RFE automation and coordinate with IT and RFE team
11. Any other tasks as required by the Line Manager

COMPETENCIES

Personal Competencies (Core) :

- Interpersonal skills
- Communication skills
- Accountability
- Ability to work well in a team

Technical Competencies (Skills) :

- Microsoft Office
- Database software

| REQUIREMENTS | | |
|--|--------------------|---|
| Education: <ul style="list-style-type: none"> • Minimum 'A' levels | Experience: | Other Skills & Knowledge: <ul style="list-style-type: none"> • Ability to multi-task and adapt to a changing work environment |
| SALARY AND BENEFITS | | |
| <p>Starting salary will be commensurate with experience and qualifications. After probation, the successful candidate will receive leave, medical, dental and other benefits. The DAS also awards training incentives to deserving staff.</p> | | |
| LEARNING AND SUPPORT | | |
| <p>On the job training and guidance will be provided. You will be supervised in your work by the Senior Manager, ELL.</p> | | |
| APPLICATION DETAILS | | |
| <p>All interested applicants are to submit the following as part of their application</p> <ol style="list-style-type: none"> 1. DAS Employment Application Form, duly completed 2. Resume <p>Email the above submissions to jobs@das.org.sg by 21 January 2023 Only shortlisted candidates will be contacted.</p> | | |