DYSLEXIA ASSOCIATION OF SINGAPORE

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 260 full-time and flexi scheme employees and operates from 12 centres all over Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for **learners who learn differently with or at risk of dyslexia and other learning challenges,** their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

JOB DESCRIPTION

Position	Human Resource Officer
Division/Branch	DAS Human Resource Branch

RESPONSIBILITIES

The Human Resource Officer report to the Assistant Director, Human Resource Branch. Based at the DAS Head Office in Jurong Point, he/she will provide operational and administrative support for the Human Resource Branch.

The Human Resource Officer performs a variety of tasks related to Human Resource including but not limited to:

- Manage and coordinate the end-to-end staff training and development administration process, including training registrations, sponsorship applications, funding arrangements and course fee payments.
- Monitor and maintain Educational Therapists' training records, academic progression and sponsorship commitments, ensuring timely follow-up on training requirements and submission of reports.
- Coordinate training and sponsorship budget preparation and updates in collaboration with Staff Professional Development.
- Administer staff e-claims, including system set-up, approval workflows, opening and closing of submission periods, and verification of claims to ensure accuracy and timely processing.
- Process staff promotion and merit increment applications, coordinate the approval process and prepare the relevant notification letters.
- Manage the leave administration system, including leave entitlement updates, system configuration, and the opening and closing of the leave portal.
- Prepare, administer and renew service agreements and contracts for external consultants, psychologists, guest speakers and other service providers.
- Coordinate staff welfare arrangements and initiatives, including get-well baskets, newborn hampers, wreaths and other welfare provisions.
- Represent HR on the Personal Data Protection Act (PDPA) Committee and support HR data protection initiatives.
- Prepare and issue HR-related letters and documentation, including sponsorship letters, bond commencement letters, promotion and merit increment letters, and letters of employment.
- Administer and support Register of Educational Therapists (Asia) [RETA]-related work and quarterly DAS Management Report updates for Staff Professional Development.
- Provide administrative and operational support to the HR team and undertake other duties as assigned.

COMPETENCIES

Personal Competencies (Core) :

- Interpersonal skills, able to interact with all levels of staff
- Communication skills
- Accountability, ability to meet tight deadlines
- Ability to work well in a team
- Ability to multi-task and adapt in a fast-paced environment
- A team player who is willing to contribute across functions

Technical Competencies (Skills) :

- Microsoft Office applications

REQUIREMENTS

Education:

- A diploma / degree in Human Resource Management

Experience:

- Working experience in HR will be an advantage

Other Skills & Knowledge:

- Knowledge of Employment act
- Experience with AI tools to improve work efficiency and communication would be an advantage. A willingness to learn and adopt these tools is encouraged.

SALARY AND BENEFITS

Starting salary will be commensurate with experience and qualifications.

After probation, the successful candidate will receive leave, medical, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Career page of our website)
2. Resume

Email the above submissions to jobs@das.org.sg by **11 December 2026**
Only shortlisted candidates will be contacted for interview.