



RSVP Singapore – The Organisation of Senior Volunteers

invites applications for

Associate/Senior Associate/Assistant Manager, Programmes

The Job

- **Programme Management**
 - Plan and schedule programme activities
 - Collate and analyse programme data and feedback for enhancement
 - Organise and manage events relating to programme - briefing, logistics, coordination with schools and other partner organisations
 - Organise meetings and work with Programme Chairperson and committees to review and enhance programme
 - Maintain proper administrative records related to programmes

- **Partnership Management**
 - Maintain good working relations with existing partners and cultivate new partners
 - Monitor, evaluate and submit reports on KPIs to funders and partners
 - Volunteer Management
 - Recruit and deploy volunteers within the programme
 - Coordinate their volunteering training schedule
 - Manage and grow volunteer pool to support the programme

- **Other Duties**
 - Time to time as assigned by Senior Management

Career progression: You will be rotated different functional or programme units to understand the entire operations within the organisation. These rotations will equip you with critical perspectives of working within a fast-moving social service organisation.

Requirements:

- Diploma or University degree
- Excellent interpersonal and communication skills
- Proficient in Microsoft office skills
- Proficient in spoken and written English
- Ability to work independently and proactively
- Possess strong planning and organisational skills
- Possess strong analytical skills
- A team player

To apply, please submit resume and cover letter attention to our Hiring Manager at general@rsvp.org.sg. Only shortlisted candidates will be notified.

For more info on RSVP Singapore, visit our website www.rsvp.org.sg