

## ***Enhancing Health***

The Health Promotion Board is a vibrant organization whose mission is to educate and promote health among Singaporeans and to create a supportive environment for Singaporeans to stay healthy.

### ***Join Our Dynamic Team!***

We are seeking competent and highly motivated individuals for the following position :-

#### **A) SENIOR EXECUTIVE / MANAGER, RESEARCH & EVALUATION**

You will conduct relevant research and evaluation activities in the Research & Strategic Planning Division to enable the Board to determine the progress of its programmes in achieving its national targets for health promotion. You will set the direction and oversee the projects and staff under your charge.

Your responsibilities include:

- ◆ planning and conducting relevant research to measure health behaviours and factors associated with these behaviours
- ◆ planning and conducting evaluation activities to measure effectiveness of health promotion programmes
- ◆ conducting training to help build research and data management capability
- ◆ other duties as related to department functions

#### Requirements

- ◆ A degree in health-related disciplines / health promotion and education / epidemiology / biostatistics / psychology
- ◆ 3 to 5 years of working experience in the following field(s) - health promotion and education field (mental health / communicable disease areas or other areas) / psychology field / epidemiology/ public health
- ◆ Evaluation and analyses skills are a requisite
- ◆ Highly proficient in using statistical applications such as SPSS, STATA, SAS for data analyses
- ◆ Preferably 2 years in a supervisory position leading a small team of research staff
- ◆ Must be a team player with good interpersonal skills, excellent writing, analytical and presentation skills
- ◆ Be self-motivated and able to work independently

## **B) SENIOR EXECUTIVE, STRATEGIC PLANNING**

If you have a penchant for policy and strategic planning work, we have a position for you!

You will be part of a dynamic team which:

- ◆ facilitates formulation of corporate strategic direction (e.g. through the Annual Corporate Planning Exercise) in consultation with HPB's senior management and key stakeholders
- ◆ formulates health promotion policies / strategies / plans for programmes, conducts programme reviews and provides evidence-based consultation.

In addition, you are expected to contribute to knowledge in health promotion through publication of articles in scientific journals and presentations at scientific meetings.

As part of the above functions, you will be required to research and make use of information from published scientific literature, agency reports as well as grey literature.

### Requirements

- ◆ A good university degree in a related science discipline, e.g. bioscience
- ◆ Relevant postgraduate qualifications, e.g. Master in Public Health or Public Policy will be an advantage
- ◆ At least 1 to 2 years working experience in review of scientific publications or corporate planning
- ◆ Good written and oral communication skills are necessary prerequisites
- ◆ Must be a team player with strong analytical, organisational and interpersonal skills and an interest in public health issues

## **C) SENIOR EXECUTIVE, MONITORING AND SURVEILLANCE**

You will be involved in monitoring the fieldwork, analysing data collected and planning communication of findings from a health behavioural surveillance system to relevant stakeholders via different channels. You will also be reviewing and monitoring Key Performance Indicators for HPB to track the achievements and progress of key health promotion programmes.

### Requirements

- ◆ At least a good honours degree in health-related disciplines / health promotion / public health/ epidemiology / biostatistics / biological sciences
- ◆ At least 2 years working experience preferably with research experience
- ◆ Good statistical skills, preferably in biostatistics and able to use statistical application such as SPSS or STATA
- ◆ Must be a team player with good interpersonal skills, excellent writing, analytical and presentation skills
- ◆ Be self-motivated and able to work independently

## **D) HEALTH ECONOMIST, STRATEGIC PLANNING**

As a health economist you will take responsibility for the planning, conducting, analyzing and reporting of health economic activities within HPB.

Your main duties are as follows:

- 1) Provide HPB with guidance on priority setting for its programs through the application of economic evaluation
- 2) Develop an agenda of economic evaluation activities to provide timely information relevant to management decision making
- 3) Develop and customize economic evaluation instruments relevant to the Boards programs and activities
- 4) Work with HPB staff and key stakeholders to generate health economic data
- 5) Manage a team to ensure the economic evaluation activities are completed in a timely fashion and are of high quality.
- 6) Take responsibility for building health economic capacity among HPB staff.
- 7) Make a significant contribution, intellectually and practically to the successful conduct of research and evaluation of projects within HPB
- 8) Produce high quality written reports and oral presentations to key stakeholders.
- 9) Take responsibility for the generation of high quality peer review publications.
- 10) Develop strong collaborative relationships with other groups within health promotion, nationally and globally

### Requirements

- ◆ Post graduate qualifications and relevant experience in health economics.
- ◆ Demonstrable experience in conducting economic evaluations.
- ◆ High level ability to engage, communicate and develop strong collaborative relationships with key stakeholders.
- ◆ Excellence in leadership with a demonstrated ability to lead a team
- ◆ Excellent verbal and written communication skills in English.
- ◆ Demonstrable experience in producing high quality reports and a track record in peer reviewed publications.

With the exception of position (C) that is on a one year non-renewal contract, all other positions are available on a renewable one-year contractual tenure. Salary will commensurate with qualifications and experience. If you are interested, please log on to <http://www.hpb.gov.sg> and submit your resume now!