

Post Date 24-Mar-15

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### National University of Singapore

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### Senior Executive (Edu Tech), 2-year contract

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#### Duties & Responsibilities:

- Develop, implement, maintain and support systems managed by the education technology team. This includes learning management systems, student information systems, assessment systems and feedback systems.
- Analyse user requirements, design and / or develop the systems within the project timeline.
- Administer work plans, status reports, functional design specifications, test plans, system documentation and user guides.
- Identify tasks and resources, and work with IT resources and service providers to develop solutions and implement assigned projects
- Ensure that users are equipped with skills to use the system by developing user friendly and concise user manuals, and effective conduct of user training sessions
- Identify potential risks associated with the project implementation and identify and carry out approaches to mitigate the risks
- Identify opportunities to integrate systems and resources for operational effectiveness and efficiency
- Ensure effective communications and relationships with project teams, functional groups and stakeholders
- Mentor and supervise staff managing the systems projects to ensure smooth implementations
- Schedule upgrades and security backups of hardware and software systems
- Ensure the smooth running of systems, including adequate server needs
- Ensure the security of data from internal and external attack
- Provide users with appropriate support and advice
- Manage crisis situations, which may involve complex technical hardware or software problems

#### Requirements:

- Bachelor degree in IT related discipline
- Knowledge and experience in education industry and instructional design/learning principles a plus
- Experience in systems project management (PM) including PM fundamentals, impact analysis, project planning, project documentation, implementation, risk

assessment.

- IT Skills:
  - Minimum two years of work experience as a systems analyst and/or programmer
  - Experience in application development and support in .NET and/or J2EE framework
  - Knowledge of RDBMS: Oracle and SQL Server
  - Proficiency in MS Excel, Word, Outlook, PowerPoint a must.
  - Experience in use of MS Project and Visio.
- Soft Skills:
  - Good communication, technically competent and has initiative to work independently and in a team.
  - Service oriented
- Strong interpersonal and communications skills
- Problem analysis and solving skills
- Strong ability to adapt to changes and maintain forward progress despite conflicting priorities and competition for resources
- Ability to advise users in business process re-engineering and re-design to achieve organisational goals, reduce redundant processes and enhance productivity.
- Understand technology capabilities / constraints and resource implications

<b>Career Level</b>	Middle
<b>Yr(s) of Exp</b>	N/A
<b>Qualification</b>	Degree
<b>Industry</b>	<a href="#">Education</a>
<b>Job Function</b>	<a href="#">Information Technology (IT)</a>
<b>Zonal Segregation</b>	West
<b>Salary</b>	Salary provided
<b>Employment Type</b>	Contract, Full Time

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