**Terms of Reference**

**Title**: Assistant Project Manager

**Scope of Work**:

[Serve the Company in the capacity as Assistant Project Manager of the Company for Singapore (the “**Territory**”) with the objectives of:

Project and Stakeholder Management

* Provide general office program and specific support on project-level management, and as needed, basic project delivery.
* Support the Directors in managing key relationships with clients and stakeholders which include building resources or managing ad-hoc activities for partners, clients, start ups, and mentors

Communications and Events

* Promote Health Futures at various local events and activities.
* Work with Directors to ensure robust communications planning, outreach, and continuous engagement.
* Lead online/offline events to execution. Manage the events calendar and ensure a constant flow of events
* Lead the organizational planning, logistics, and client outreach for events hosted by the ACCESS Health Southeast Asia office
* Monitor the website actively and ensure that the community is highly engaged

Operations

* Provide operational and organizational support to the office, including knowledge, program, and administrative management.
* Work with directors to provide professional and timely communication exchange with key clients and partners and independently liaise with external parties on operational and administrative matters.

**Reporting**:

Based in Singapore, the Assistant Project Manager will report to the Regional Director, Southeast Asia.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and effect from September 1, 2021 to August 31, 2022.