

ADMINISTRATION PROGRAMME

PROGRAMME DESCRIPTION

This programme covers the functions of the following divisions of the Ministry of Education (MOE) HQ:

Student Placement and Services Division – Oversees the policy and placement of students to schools through placement exercises and ad-hoc requests for school admissions and transfers; administers scholarship schemes such as MOE Pre-U Scholarship, Programme-based Scholarships, Singapore-Industry Scholarship, ASEAN Scholarships and Tuition Grant scheme, as well as helps students integrate; manages MOE HQ's Customer Service Centre which provides an omni-channel platform handling all public requests to MOE through online and offline channels; formulates service initiatives and develops service capabilities to improve service delivery across MOE public touch points.

HR Solutions & Capabilities Division – Recruits, deploys and manages HR operational matters for Education Officers, MOE Kindergarten Educators, Allied Educators and Executive & Administrative Staff; partners HQ, schools and unions in HR matters, drives use of data and technology to improve the efficiency of HR processes and promotes organisation excellence in HQ divisions and schools.

HR Strategy and Leadership Division – Reviews and formulates strategic HR policies, as well as oversees manpower planning, talent management and leadership development/succession planning; promotes innovation through inculcating a stronger innovative culture in MOE staff and leadership; and strengthens Organisation Development capabilities to support MOE's transformation efforts.

Finance & Procurement Division – Formulates and implements funding, fees and financial assistance policies; plans and manages MOE's operating and development budgets; oversees financial operations; administers the Edusave and Post-Secondary Education schemes; develops financial and accounting systems and provides support to MOE HQ and schools and a centralised service for the billing, collection and accounting of fees and charges from students in schools; develops management reporting in MOE; oversees charities and Institutions of a Public Character in the education sector; and establishes and oversees procurement policies, and provides procurement support, advice and training.

Infrastructure & Facility Services Division – Plans the capacity of schools; reviews land use and land policies affecting schools; plans and develops strategies for schools upgrading and development; specifies facility provisions and infrastructure requirements of schools; implements building programmes and oversees facilities management in schools and MOE HQ; and develops and operationalises safety, security and emergency preparedness systems for MOE HQ and schools.

Research and Management Information Division – Conducts and harnesses research; provides leadership in data strategy and data governance.

Planning Division – Formulates policies and strategies pertaining to the general education system as a whole, including for schools, pre-school and Special Education to achieve MOE's mission and vision; and oversees MOE's strategic planning as well as international relations and protocol-related matters.

Communications and Engagement Group (Communications Division, Design Office, Digital Office, Planning Office, Executive Office) – Proactively manages strategic messaging and promotes effective communication of education policies and programmes to local and international media, the general public and MOE's key stakeholder groups. The division also holds content production, social media management and marketing communications capabilities.