Dental Surgeon

Summary: As a Dental Surgeon in the National University Polyclinics, you will be part of the larger NUHS system with an active role in developing an end to end approach to meet the challenges of an aging population and increasing demand for dental services. You will be part of the clinical team to provide dental services to the patients. You will work closely with the dental, operations, nursing and medical teams. Roles include clinical management of patients, education and research activities and planning of services. You will play a key role in a new model of clinical care, training of future generations of oral healthcare professionals and health services research projects. **Job Requirements**: A basic dental degree from Singapore e.g. BDS, or dental degree recognised by the Singapore Dental Council. At least 4 years of post-graduate experience. Desire to expand knowledge from both a clinical and administrative perspective, including management and leadership skills. Possess good interpersonal and people management skills. Any other responsibilities assigned by Dental Head or Director of Dental Services.

<https://www.nuhscareers.edu.sg/job/Dental-Surgeon/4542344/>

Senior Executive Assistant, Human Resource Office

Summary: You will be part of the HR shared service team that provides HR operational support to all NUHS institutions in accordance with our service level agreements (SLA) and key performance indicators (KPIs).  The scope of HR operational support covers the entire end-to-end employee lifecycle administration ranging from onboarding through to employment contract management and offboarding. **Job Responsibilities**: Responsible for work processes that involve application to and liaison with the Singapore Nursing Board so that nurses can start work with institutions or transfer employment across institutions under the NUHS Cluster. Ensure documents and data in HR systems are maintained accurately based on agreed procedures and team standards. Ensure that services are delivered in compliance with NUHS HR policies and Singapore legislation requirements. Deliver support that consistently meet the service level agreements (SLA) and key performance indicators (KPIs). Actively participate in process improvement initiatives and support organisational changes that are introduced. Any other duties deemed reasonable and necessary by the management. **Candidate Requirements:** Diploma in Human Resource or Business-related discipline. IT savvy and comfortable with the use of Microsoft Office applications. Minimum 2 years of relevant HR experience. Prior HR shared services experience in large scale corporations or the healthcare sector will be an added advantage. Able to manage high-volume activities and handle data confidentiality. Able to work under tight timeline and respond to changing priorities. Able to work effectively in a performance-driven environment and collaborate well with stakeholders. Proactively look out for opportunities to enhance work efficiency and effectiveness. Able to think on your feet, problem solve effectively and respond positively to changing priorities. Organised, meticulous and proactive. A team player with good interpersonal skills. Open to changes in job portfolio within HR shared service team due to re-organisation, resource allocation re-prioritisation and demonstrated strengths and growth potential.

<https://www.nuhscareers.edu.sg/job/Senior-Executive-Assistant%2C-Human-Resource-Office/17590144/>

# Senior Executive, AIO Biomedical Informatics Office

**Overview:** Join the NUHS Group Chief Technology Office (GCTO) that advocates flexible and innovative working culture. Successful candidate will be part of a team of Data Scientists, Software Developers and practitioners who partner clinicians to propose, develop, and deploy advanced Artificial Intelligence / machine learning models and pipelines to augment clinical workflows for NUHS Cluster in hybrid cloud environment. The candidate will also ensure the adequacy and effectiveness of the models, applications and tools for NUHS. **Key Responsibilities:** Research and development of machine learning models to process clinical data. Development, training and testing of AI models in the local medical domain. Work with the team to deploy the AI models in hybrid cloud environment. Work with the software development team to deliver AI products. Documentation clearly explaining how the algorithms have been implemented, verified and validated. **Requirements:** Bachelor’s degree in bioinformatics, statistics, computer science or related fields with good machine learning skills and software development skills. Hands-on experience on development of AI models in areas such as NLP, imaging, speech, etc. Proficient with Python and AI related frameworks (such as scikit-learn, tensorflow, pytorch, etc.). Knowledge in machine learning platform and services from cloud provider such as AWS, GCP and Azure. Knowledge in big data technologies including cloud computing is plus. Background in or exposure to healthcare data is a plus. Good problem-solving skills. Good written and verbal communication skills.

<https://www.nuhscareers.edu.sg/job/Senior-Executive%2C-AIO-Biomedical-Informatics-Office/17615744/>

# Ward Service Associate (Food Service)

**The Opportunity:** We are looking for Ward Service Associate to join us for various disciplines to provide high quality patient care. **Job Responsibilities:** Provide excellent customer service to the patients. Serving of food and drinks to patients and clearing it once patients have finished their meals. Checking food served against patient meal orders. Assist in inventory management. Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations. Assist nurses to meet patient's nutritional needs. Maintains levels of confidentiality and discretion of the patients. Any other ad-hoc duties as assigned by Manager. **Job Requirement:** Has a passion for healthcare. Min GCE N level or its equivalent. Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply. Possess excellent customer service with a can-do attitude. Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team. Basic computer literacy. Able to work from 11am – 7pm with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs. Able to work on public holidays

<https://www.nuhscareers.edu.sg/job/Ward-Service-Associate-%28Food-Service%29/15251644/>

# Senior / Customer Service Associate, Group Contact Centre

**Job Responsibilities:** Deliver excellent customer service to callers by understanding caller's needs. Provide timely, accurate and appropriate information and assistance to address caller's enquiries. Book or reschedule appointments based on caller's request. Handle any other hotline administrative functions such as handling of emails, referral requests and emergency activation. Coordinate and liaise with other departments in the institutions to ensure requests are followed up and resolved. **Job Requirements:** Minimum Diploma in any discipline. (Fresh graduates are welcomed). Preferably 1 to 2 years’ experience in healthcare industry, contact centre environment and/or service related industry. Able to communicate fluently in English and Mother Tongue. Able to read and write fluently in English. Pleasant and cheerful personality with good interpersonal skills. Able to adapt to fast pace working environment. Computer literate and good typing skills. Able to multi-task and work under a stressful environment. Willing to work on rotating shifts, including PHs and weekend.

<https://www.nuhscareers.edu.sg/job/Senior-Customer-Service-Associate%2C-Group-Contact-Centre/14811444/>

# Manager, Group Biomedical Engineering

**Overview and purpose of the position:** Reporting to HOD, the incumbent will be responsible in managing the manpower and resource arrangement for Group Biomedical Engineering  (BME) department. This ensures Group BME staff are well trained and resources are available to provide safe and reliable medical equipment to all patient care areas across NUHS campuses. **Job Responsibilities:** Identify, develop and implement training roadmap for staff. Build new capabilities, knowledge and programme for staff. Budget planning, expenditure utilization & monitoring. Plan, direct and oversee the manpower planning and job rotation across Group BME. **Job Requirements:** At least a Diploma in Electronic or relevant Engineering course with at least 8 years of experience in service and maintenance of medical equipment. A Degree with at least 5 years of working experience. Prior experience working in healthcare institution is preferred. Good analytical and organisation skills. Strong communication (both written and oral), problem solving, presentation, negotiation and interpersonal skills to work with various stakeholders. Advantageous to have experience in contract management and billing process and/or basic understanding in Cybersecurity and IT network knowledge. Able to work under pressure in a fast-paced environment to meet deadlines. Adapatable and able to respond to changing and ambiguous situations.

<https://www.nuhscareers.edu.sg/job/Manager%2C-Group-Biomedical-Engineering/14210244/>

# Senior Family Physician / Family Physician

Summary: You will be involved in patient management, team based care, education, research and audit activities for the benefit of our patients and the clinic. You will also lead a team in providing holistic patient care for our patients. You will be part of the larger NUHS system playing an active role in developing an end-to-end approach to meeting the challenges of an aging population and increasing demand for medical services. You shall demonstrate good diagnostic assessment to the patients and perform any other duties as directed by the Head of Polyclinic and NUP. Candidates with leadership qualities will be considered for leadership roles in the organization. **Job Requirements**: Family Physician accredited and registered into the Family Physician Accreditation Board (FPAB) and the Singapore Medical Council (SMC). At least 3 years of experience as Medical Officer or similar experience with at least 1 year in Primary Care setting (Polyclinic or General Practice work). Good clinical skills and judgment in patient management. Good interpersonal skills and rapport with patients, caregivers and colleagues. Willingness to continually update professional knowledge and skills.

<https://www.nuhscareers.edu.sg/job/Senior-Family-Physician-Family-Physician/4541744/>

# Medical Technologist (Microbiology)

The incumbent shall be responsible to: Perform specimen reception, preparation, and packing of specimens. Assist with telephone reception duties and ensure patients’ bills are accurate and correct. Carry out specimen analysis, operate, maintain and troubleshoot the analysers and validation of results. Able to troubleshoot and explain basic problems and escalate when required. Knowledgeable on Quality Control (QC) (eg. Westgard, criteria, EQA) and verification of QC results and assist to troubleshoot issues. Adhere to the department’s standard operating procedures and safety requirements. Assist in the supervision and guiding of junior staff. Revise or write new SOP. **Job Requirements**: Degree in relevant field or equivalent. At least 2 years of relevant working experiences. To perform 3 rotating shifts - morning, afternoon and night shifts.

<https://www.nuhscareers.edu.sg/job/Medical-Technologist-%28Microbiology%29/7629444/>

# Manager, Corporate Finance Office

**Key Responsibilities**: Identify, design and build models for initiatives where data analytics can be applied to transform and optimize program deliverables; Collaborate with stakeholders to identify available and relevant datasets and make strategic recommendations on such collection, integration and usage; Provide on-going metrics for initiatives, contribution to improvements, as well as monitoring performance of decision; Create and maintain data ETL pipelines to help with project initiatives; Uncover gaps, derive insights, and feedback to align program; Prepare and present program metrics and measurements as powerpoint, reports and dashboards; Work closely with program, cross-functional teams and management to prioritize information needs. **Requirements:** At least a Bachelor's Degree in Statistics, Computer Science, Mathematics, Economics or a related field; 1 to 3 years’ experience working with analytical tools, e.g. SQL, Python (plotly/Dash), MS Excel (advanced), Data Visualization tools (e.g. Tableau, IDEAs), R, STATA; Strong analytical skills are required; ability to apply business logic to design and implement data mining techniques on large data sets; Good interpersonal skills, a detail-oriented & flexible person who can work across different areas within the team; Knowledge of forecasting/predictive modelling tools and Django/Flask framework a plus; Ability to deliver clear, concise reports and presentations/dashboards; effectively articulate observations and recommendations; Can-do attitude and ability to work independently; Comfortable with ambiguity and thrive in problem solving.

<https://www.nuhscareers.edu.sg/job/Manager%2C-Corporate-Finance-Office/13426044/>

# Care Coordinator, Community Nursing, RHSO

Job Responsibilities: Provide post discharge follow-up via a coordinated process of care planning & coordination, telecommunication and telehealth monitoring under the supervision of a Nurse Clinician. Manage Medical Tier 2 and Tier 3  patients and provide post discharge phone calls. Act as a health coach and provide health screening to the residents in the community and health post. Job Requirements: Holds a degree (preferably in health related discipline). Possess working experience as Allied Health Personnel with 3-5 years of experience. Good knowledge of various community services and support in the community setting will be an advantage. Good team work, positive and energetic, and able to work independently. Strong communication and social engagement capabilities especially with older adults in the community. Strong organisational, coordination, and interpersonal skills. Proficient in computer skills and Microsoft Office. Able to converse in local languages is preferred. Willing to outreach to community on weekends.

<https://www.nuhscareers.edu.sg/job/Care-Coordinator%2C-Community-Nursing%2C-RHSO/7851544/>

# Senior / Technician (Operating Theatre)

**The Opportunity:** We are looking for Technicians to deliver safe and quality activities in the Operating Theatre (OT). **Job Responsibilities:** Carry out proper housekeeping in accordance with Infection Control standards. Conduct quality checks on all medical equipment and accessories. Ensure equipment and environment in Operating Room (OR) is clean and safe for use. Assist surgeons in transferring and positioning of patients for procedures. Provide safe and competent care to the Peri-operative patients under the supervision of trained nurses. Update all inventory accurately. **Job Requirements:** Minimum GCE "N" / "O" Level or equivalent. Candidate with relevant experience or with WSQ Higher Certificate in Healthcare Support (Operating Theatre) preferred. Comfortable with patient contact. Comfortable with 3-rotating shift and working on weekends. Position and salary will commensurate with past relevant experience.

<https://www.nuhscareers.edu.sg/job/Senior-Technician-%28Operating-Theatre%29/8253044/>

# Senior Executive, Insights and system

Responsibilities include: Manage big data and provide insights based on RHSO’s analytics projects and requirements. Support the development, implementation and evaluation of the RHSO programmes. Support programme tracking and evaluation. Any other duties / projects as assigned. Requirements: Bachelor degree in Analytics, Statistics, Mathematics, Health Sciences or other relevant majors. Postgrad diploma in data analytics or any other data analytics relevant certificates. Master degree in Public Health is an added advantage. Good understanding of the Singapore healthcare system and knowledge of integrated care models. Experience in social and/or healthcare setting is an added advantage. Good analytical skills. Proficient in Python and/or R, STATA, Tableau. Able to design research and evaluation studies. Strong communication, presentation, writing and interpersonal skill. Good team player. Possess positive attitude and able to work within given timeline.

<https://www.nuhscareers.edu.sg/job/Senior-Executive%2C-Insights-and-system/15296644/>

# Therapy Assistant

**Job Purpose:** The Therapy Assistant is to provide assistance to therapists in clinical, administrative and technical duties and to assist in the supervision of healthcare attendants. **Duties and Responsibilities**: Assist the therapist in setting up / supervising / assisting patients in the performance of therapeutic activities / exercises. Assist the therapist in setting up treatment areas/ gyms/ clinics in preparation for patient use. Assist the therapist in setting up modalities/ therapeutic equipment and supervising patients on them. Assist in conducting group therapy exercises with supervision of the therapist. Tidy therapy area and assist with cleaning duties. Co-ordinate portering of patients to and from the department for therapy in the area of work, and porter patients if necessary. Assist with overseeing of Healthcare Attendant duties/ portering assignment in Rehab area. Secondary Responsibilities and Duties: Perform inventory checks of equipment / supplies / forms and managing inventory lists. Perform photocopying, binding, filing and distribution of documents and forms. Perform basic data entry and data retrieval using relevant computer programmes. Maintain therapeutic equipment and devices. Assist in orientation and induction of new therapy assistants. Handle enquiries, answer phone calls, record and convey messages. **Job Specification/Requirements**: Minimum GCE ‘N’ level. Service oriented and patient focused. Good communication and interpersonal skills. Basic computer skills in Word and Excel. Team player.

<https://www.nuhscareers.edu.sg/job/Therapy-Assistant/19711944/>

# Basic Care Assistant

**Job Responsibilities**: Assists the Registered/Enrolled Nurses in providing basic care planned for patients: Changes bed linen and make up beds. Dresses and assists with personal hygiene of patients. Gives and removes bedpans and urinals for patients. Attends to skin care of helpless or immobile patients with stable conditions. Assists with lifting, moving and transporting patients. Serve meals and remove meal trays. Assist patients with good swallowing reflexes and able to drink and eat normally. Assists Registered/Enrolled Nurses in observing general. condition of patients and reports observations to the nurse-in-charge. Assists the Registered/Enrolled Nurses in treatment under supervision. At all times escalate if unsure. Assists with general duties: Answers call bells and gives assistance within constraint of his/her responsibilities. Performs other duties assigned by Nurse Manager. Performs other duties assigned by Nurse Managers / Senior Nurse Manager. **Requirements:** Good interpersonal and communication skills. Able to read, write and converse in simple English.

<https://www.nuhscareers.edu.sg/job/Basic-Care-Assistant/5729344/>