

Position Title	Category	Adtext
Manager (Discipline – Army)*	HR	<p>You are responsible for processing discipline cases from Army units. On this, you liaise with relevant agencies and units on the recommended disciplinary actions for each case. You also handle discipline-related complaints and queries, and develop education packages to equip the units with knowledge in disciplinary matters. Your challenge lies in the ability to be well-versed in human resource policies, processes and regulations, and be aware of organisational developments.</p> <p>You must have a tertiary qualification and be able to work independently. Possession of strong analytical and interpersonal skills, as well as good writing and verbal communication skills is required. Having prior work experience or knowledge in handling discipline and offence management is advantageous. Appointment will be commensurate with your experience.</p> <p>(Candidates with no experience may apply.)</p> <p>Only shortlisted candidates will be notified.</p>
Manager (HR Service Standards)*	HR	<p>You plan and conduct independent audits on Human Resource (HR) processes in MINDEF/SAF units, so as to improve internal controls and achieve effectiveness and efficiency in HR management. You also compile and analyse data gathered from various HR agencies, administration systems and processes so as to present timely information to senior management on HR administration performance. Your challenge lies in being tenacious in exploring options to collect HR administrative data and pain points in a rational way so as to present a coherent overview to the management.</p> <p>You must have a tertiary qualification, preferably with 2 years' work experience. Possession of good interpersonal and communication skills is required. You must be attentive to details, keen to learn and have good analytical and writing skills. You should be proficient in Microsoft Office applications. Possessing knowledge of SAP will be advantageous. Appointment will be commensurate with your experience.</p> <p>(Candidates with no experience may apply.)</p> <p>Only shortlisted candidates will be notified.</p>