

## **Possible Job Opportunity at National University of Singapore for Research Project on Lifelong Education for Aging Productively (LEAP)**

We are seeking an enthusiastic and capable full-time **Research Manager** for the above project at the Centre for Family and Population Research, Faculty of Arts and Social Sciences, National University of Singapore. The appointment is subject to the approval of the grant for the research project and will be **tenable for a period of 1 year** at the first instance, with the possibility of renewal.

The Centre for Family and Population Research in the Faculty of Arts and Social Sciences (FASS) in NUS is dedicated to scientific advancement of research and training in the study of trends, determinants, and consequences of family and population changes, particularly changes in Asia.

### Write-up about the LEAP project

A multidisciplinary team will use multiple methods to investigate the practice of productive aging amongst Singapore older adults particularly through the lifelong learning and skill development, identify factors and interventions that enable and enhance their ability to continue to be productive members of their family and community, examine the recent changes of aging policies to identify their causal impacts on productive engagement, and test the efficacy of a comprehensive behavioral intervention program consisting of three learning-oriented activities.

The **Research Manager** position is intended to provide administrative and research support to the project “**Lifelong Education for Aging Productively**” with Associate Professor Feng Qiushi as the Principal Investigator.

The duties of the **Research Manager** include the following:

- Assist PI with administrative coordination for the project
- Assist with library research, data analysis, and writing reports for the project
- Assist in organizing events
- Other ad-hoc duties as assigned

The candidate should possess the following:

- A Master degree in Humanities or Social Science Discipline from a recognized university
- Research interest in humanities or social sciences, preferably topics related to the Centre’s research themes such as family, population and labor market
- Quantitative research skills is a plus
- Excellent written and spoken communication skills
- Strong organizational skill and interpersonal skill
- Publication record in areas related to the above specified research project is an advantage

**Terms and Conditions**

Appointment is subject to the approval of the grant for the research project. Possible commencement date is **August/September** 2019.

The appointment will be tenable for a period of one year at the first instance with a possibility for extension.

**Invitation to apply**

Interested applicants are invited to send the following list of documents to Centre for Family and Population Research via email: [cfpr@nus.edu.sg](mailto:cfpr@nus.edu.sg) to Ms Sascha Ng.

Deadline of application is **June 2019**. We regret that only successful candidates will be notified via email.

1. Cover letter and Resume (outlining interest, qualifications, expected salary, and publications if any)
2. Personal statement (max of 3 pages)
3. Personal particulars form
4. NUS Personal Data Consent for Job Applicants
5. Copies of degree scrolls and transcript of grades
6. 4 referral letters, preferably one from supervisor

For more information, please visit our website: <http://www.fas.nus.edu.sg/cfpr/joinus/index.html>