



At the **Health Sciences Authority (HSA)**, we apply medical, pharmaceutical and specialised scientific expertise to safeguard public health and safety in Singapore. As a multidisciplinary agency, we serve as the national regulator of all therapeutic products by providing a seamless yet rigorous regulatory process to the healthcare and biomedical sciences industries. We also operate the national blood bank, Bloodbank@HSA, protecting the integrity of the nation's blood supply. As the national reference agency, we exploit specialised scientific, forensic, investigative and analytical capabilities to serve the administration of justice and enhance safety in our community.

CENTRE FOR ANALYTICAL SCIENCE (PHARMACEUTICAL DIVISION)

Scientific Officer (specialize in natural products analysis)

Requirements:

- BSc (2nd upper Hons) in chemistry, postgraduate experience (MSc, PhD) preferable
- Minimum 3 years experiences in natural products research and analysis
- Proficient in advance analytical instrumentation such as LC/MS/MS, NMR, GC/MS
- Prefer those with structural elucidation experiences for unknown compounds in natural products or synthesis experiences for organic compounds

Scientific Officer (specialize in protein analysis)

Requirements:

- BSc (2nd upper Hons) in Biochemistry or Molecular Biology, postgraduate experience (MSc, PhD) preferable
- Minimum 2 years experience in proteins analysis or proteomics research
- Proficient in molecular biology techniques such mammalian cell culture, cell-based assay, protein isolation and assay
- Prefer those with knowledge and skills in mass spectrometry such as MALDI Mass Spectrometry

Scientific Officer (specialize in microbiology)

Requirements:

- BSc (2nd upper Hons) in microbiology, postgraduate experience (MSc, PhD) preferable
- minimum 3 years experience in microbial testing and bio-assay of antibiotics

Laboratory Officer (chemical analysis)

Requirements:

- BSc in Chemistry
- 2 years experiences in drugs and herbal analysis
- Proficient in advance analytical instrumentation such HPLC, LC/MS/MS, GC/MS etc
- Able to work independently with minimum supervision

Laboratory Officer (biological analysis)

Requirements:

- BSc in biochemistry or biomedical science
- 2 years experience with mammalian cell culture and in protein analysis
- able to work independently with minimum supervision

CENTRE FOR DRUG ADMINISTRATION

Regulatory Scientist / Pharmacist (Medical Advertisement Unit)

You will be required to evaluate medical advertisement permit applications of medicinal products in Singapore.

Assist in the review and implementation of policy. Manage the electronic system for processing of permit application. Attend to public enquiries, feedback and complaints.

Requirements:

- A Degree in Pharmacy
- Experience working in pharmaceutical and health-related field
- Effectively bilingual
- Organised and attentive to details
- Excellent communication and interpersonal skills

Regulatory Scientist (Cosmetics Control Unit)

You will be part of a team involved in the reviewing and processing of licensing applications of cosmetic products and attending to public enquiries and feedbacks. You will also assist in the implementation of the ASEAN Cosmetic Directive and the administration of regulatory matters for cosmetic products.

Requirements:

- A Degree in Pharmacy
- Excellent communication and interpersonal skills
- Organised and attentive to details
- A team-player

CENTRE FOR TRANSFUSION MEDICINE (LABORATORY DIVISION)

Donor Registration Counter Supervisor

You will be responsible for the daily operations of the Blood Donor Registration counter at the Bloodbank@HSA, and will supervise and direct our team of Donor Registration Officers in providing frontline customer service to our blood donors. Your duties include overseeing the registration of blood donors, handling of enquiries, and efficient management of donor registration processes.

Requirements:

- GCE 'A'/'O' Level or its equivalent with at least 3-5 years relevant experience
- Previous hospitality/ frontline customer service experience would be advantageous
- Able to perform shift duties and work on weekends
- Enjoy meeting people and interacting with customers
- High level of initiative and good team player

Laboratory Aides

You will be responsible for the post-donation processing activities in the laboratory to ensure the provision of high quality blood and blood products. You must be able to handle blood and manage simple machinery. You will also be tasked to perform general laboratory housekeeping; sterilization treatment of laboratory wastes and support the laboratory officers in the daily operational activities.

Requirements:

- Minimum PSLE and able to read and speak simple English Language
- Able to work in laboratory and cold room environment with good hygiene practice and safety consciousness
- Able to work permanent afternoon shift, weekends and public holidays

Blood Centre Assistants

You will provide support to our blood collection programme by ensuring efficient and smooth flowing operations during blood donation sessions. You will also have to provide good service quality to our blood donors and adequate support to clinical service programmes. You will assist in carrying equipment and supplies as needed in the blood programme, maintain good housekeeping and hygiene at blood donation sites. You are to manage the crowd, be responsible for managing refreshments and serving donors with refreshments during blood donation sessions and observe donors for adverse donor reaction while they are having refreshment. You must be willing to travel to mobile blood donation sites under adverse conditions.

Requirements:

- Minimum PSLE. Able to work on shifts, weekends and public holidays
- Able to carry at least 10 kg of weight
- Basic knowledge of biosafety precautions

Donor Aides

You will provide basic blood donation nursing care to the blood donors. This is to ensure donor safety and the adequacy, quality and safety of the blood collected. You will:

- Assist nursing staff in managing the donor during blood collection, reception and preparation of the blood donor for phlebotomy
- Assist in management of adverse donor reactions
- Perform pre-donation haemoglobin testing

Requirements:

- GCE N levels
- Ability to work shifts, weekends and public holidays

CENTRE FOR FORENSIC SCIENCE (PHYSICAL EVIDENCE DIVISION)

Scientific Officer (specialize in Criminalistics work)

You will join a team of forensic scientists in the Criminalistics Laboratory examining a wide range of physical evidence: trace evidence (glass, arson, paints, soils, fibres), unknown organic and inorganic substances, fire and explosion debris, firearms components, marks and prints and bloodstain patterns. You are expected to work independently as well as in a team.

You must have a strong passion for science, good bench skills and highly developed skills in logical reasoning, problem solving and critical thinking. Error-free, quality work and sound conclusions that can withstand Court scrutiny are expected for every case you handle.

Requirements:

- At least a BSc (2nd upper Hons) in Chemistry, preferably with modules in physics and engineering sciences
- A postgraduate degree (MSc, PhD) in a relevant discipline or working experience in a forensic laboratory is an advantage
- Strong theoretical foundations and a good working knowledge of general chemistry and instrumental techniques in the identification and characterisation of materials
- Proficiency in written and oral communication is required as there is a requirement to routinely write reports on forensic findings and present expert testimony in Court

CENTRE FOR FORENSIC MEDICINE Manager Mortuary Administration

- Responsible for logistics and general administration
- Costing and budget preparation and analysis
- Crisis management issues for the Centre
- Preparation for achieving accreditation

Requirements:

- A relevant university degree
- Prefer 2 years working in office administration
- Customer service experience

CORPORATE GROUP (LEGAL DEPARTMENT)

Legal Executives

You will be:

- Providing legal and regulatory advice and support
- Assisting in all corporate secretarial matters
- Assisting with investigations and liaise with external counsels
- Doing legal research, especially on health-related issues

Requirements:

- A Diploma in Law and Management would be an advantage
- Working experience in a legal environment
- Strong risk management awareness
- Knowledge of local laws

CORPORATE GROUP (HUMAN RESOURCE DEPARTMENT)

Human Resource Manager

You will be in charge of staffing matters and focus on recruitment.

Requirements:

- A relevant university degree
- Preferably with 4 years of experience in Human Resource
- Conversant with prevailing HR practices
- Ability to work independently

Human Resource Development Executive

You will be assisting the Manager (HR Development) on training administration including learning needs analysis, sourcing of training provider, collation of training statistics for management report, orientation of new staff, ranking and promotion exercise, secretariat support for Work Innovation Teams' movement, student attachment, awards management and administering the staff appraisal.

Requirements:

- Diploma in relevant discipline
- Experience in Training & Development and Career Management would be an advantage
- Proficiency in Microsoft Office Applications

CORPORATE GROUP (CORPORATE PLANNING OFFICE)

Manager

You will be:

- Co-ordinating long range planning processes and annual strategic work planning processes
- Facilitating strategies development and include building up HSA's strategic planning capabilities
- Co-ordinating knowledge management
- Co-ordinating and implementing organisation excellence initiatives and organisation development interventions

Requirements:

- A University Degree or Higher Degree from a recognised University and preferably with relevant qualification, knowledge and skills in strategic planning, organisation excellence and knowledge management
- Has strong analytical skills, excellent written and oral communication skills, being able to interact effectively with senior management and employees at all levels
- Prefer 2-3 years of experience in this field

Be at the forefront of the emerging Health Sciences Industry. If you are innovative and self-motivated, with a passion to excel, come join us for a challenging career at the Health Sciences Authority!

Send us your detailed resume detailing your academic achievements and relevant experiences by **4 August 2007** to:

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Singapore 169078
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Only shortlisted applicants will be notified

