Job Title

- Associate Trainer (Digitalisation programmes - Data Analytics/ RPA/ AI & Machine Learning)

The Role

Duties include:

- Designing and delivering digitalisation programmes and/or clinic sessions in any of the topics below:

  (i) **Data Analytics** (Data preparing & cleaning, analysis, visualisation & data storytelling)
  (ii) **Data Science** (Data science capstone projects, data analysis with Python, R, etc)
  (iii) **AI & Machine Learning** (Machine Learning, Deep Learning, Video analytics, Text Analytics, etc)
  (iv) **RPA** (process identification, bot-building for common work processes and domain-specific processes in HR, Finance and Service Quality/Operations, RPA implementation factors and approaches, etc.)

- Delivering customised and/or contextualised digitalisation programmes.
- Designing and delivering additional content and materials when required to supplement the delivery of existing programmes, where necessary. Examples include case studies, activities that support application of concepts, facilitation guide, etc.
- Develop and implement post-programme assessments and reports.
- Attending meetings with CSC officers and/or clients to discuss programmes' content, presentation and materials.
- Work with CSC officers to review existing programmes based on feedback from participants and stakeholders to ensure relevance and quality of the programmes.

Required Experience and Qualifications

- At least 2 years' experience as a trainer, designing and conducting training programmes in these topics (preferably ACTA certified).
- Experience in guiding learners in their lab tasks in programmes/capstone projects.
- Relevant work experience
- Possesses necessary qualifications and well versed in relevant software for the topic, for example:
  - MS Excel,
  - Tableau,
  - UiPath Studio and StudioX, or
  - Python, R Programming or Machine Learning & Deep Learning related software
- Demonstrates clear understanding of Singapore Public Sector challenges and realities in digitalisation.