

**Project Officer (Psychology/Social Sciences)
Nanyang Technological University**

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Posted Nov. 5, 2024, set to expire May 6, 2025

Job Title	Project Officer (Psychology/Social Sciences)
Department	School of Social Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Nov. 5, 2024
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Social Sciences - General
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Psychology-Social-Sciences-_R00018971
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Apply By Email	
Job Description	

The School of Social Sciences (Psychology department) is looking for a highly motivated individual to coordinate data collection and support research operations under the Growing Up in Singapore Towards healthy Outcomes (GUSTO) birth cohort study.

The Project Officer will be responsible to, and work closely with, the Principal Investigators and study

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team members to ensure the successful completion of GUSTO projects on time. The Project Officer's principal role will be to work in general practices such as data collection, data entry and analysis and drafting of publications and reports.

The Project Officer will liaise with the relevant personnel to smooth the process of recruitment and data collection and will be accountable to the Principal Investigator(s).

Key Responsibilities:

- Conduct surveys and interviews with children, adolescents, and parents at KK Children's and Women's Hospital
- Manage the participant reimbursement schedule
- Maintain data security and confidentiality according to PDPA
- Draft ethics approval forms in accordance with IRBs
- Conduct extensive work with data, including organization, cleaning, coding, and analysis
- Train and supervise undergraduate research assistants
- Provide timely updates of the study to PI/Project Manager
- Work flexibly with participants across a range of settings (e.g., hospital, university research lab), and hours (e.g., some weekends and evenings)
- Additional research and administrative duties (e.g., preparation of manuscripts for publication,

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conference presentations, purchases, grant reports)

- Perform literature review, data analysis and drafting of reports and publications

Job Requirements:

- Bachelor's or Master's degree in Psychology, Social Sciences, or related disciplines. Candidates with Master's degree will be considered for the role as a Research Associate
- Strong background in developmental research and experimental design
- Good statistical background (e.g. Microsoft Office, SPSS, R)
- Experiences working with parents and children preferred
- Excellent written and oral communication skills

Remuneration will be commensurate with the candidate's qualifications and experience.

Interested parties may contact Assoc Prof Peipei Setoh at psetoh@ntu.edu.sg

We regret that only shortlisted candidates will be notified.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore