

Project Officer (Behavioural Sciences/Public
Health/Communication & Psychology)
Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=258870>

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Posted Jun. 30, 2025, set to expire May 6, 2026

Job Title	Project Officer (Behavioural Sciences/Public Health/Communication & Psychology)
Department	NTI-NTU Corporate Laboratory
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Jun. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Professional Staff
Academic Field(s)	Psychology - Behavior Analysis Psychology - General
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Behavioural-Sciences-Public-Health-Communication---Psychology-_R00021177
Apply Online Here	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Behavioural-Sciences-Public-Health-Communication---Psychology-_R00021177
Apply By Email	
Job Description	

Established in 1992, the Wee Kim Wee School of Communication and Information (WKWSCI) is the only full-fledged communication school in Singapore and is a world-class centre of excellence with an

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international faculty, state-of-the-art research laboratories, and global institutional affiliations. The school is seeking a Project Officer to manage office administration, scheduling, meetings and events. This Project Officer will additionally play a role in supporting academic research. This includes conducting literature reviews, co-writing academic papers, analysing data, and participating in research teams to advance research objectives. The ideal candidate will be meticulous, conscientious and demonstrate a high degree of professionalism.

Key Responsibilities:

- Design and implement research, including literature review, data collection, and data analyses.
- Conduct and interpret qualitative and quantitative research
- Support research projects, including, securing ethics approval, contributing to academic publications and reports, managing operations, etc.
- Work closely with collaborators and third-party service providers in conducting the projects
- Daily operational, administrative, and logistics duties related to the research projects
- Conduct and organise project meetings
- Support the development of grant proposals
- Promote and communicate achievements and research impact through publications, presentations and media engagement.
- Undertake any additional duties as required by the supervisor

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Job Requirements:

- At least Bachelor's degree in behavioural sciences, public health, communication and psychology or related fields
- Knowledge of quantitative and qualitative research methods and tools
- Experience with academic publications
- Background in behavioural sciences, public health, communication and psychology preferred
- Strong administrative, communication and interpersonal skills
- Experience with securing and managing research grants
- Ability to develop strategic and collaborative relationships with diverse stakeholders
- Competent in soft skills / general personality traits e.g. information visualization, interaction design
- Interpersonal skill (e.g. Ability to work independently / develop solutions under strict timelines, meticulous and eye for details / excellent organizational / time management skills)
- Ability to build rapport and influence stakeholders at all levels
- Ability to work collaboratively in a fast-paced environment.

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We regret to inform that only shortlisted candidates will be notified.

Contact Information

Please reference Academickeys in your cover letter when
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Contact

Singapore