



St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives. We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

ICT EXECUTIVE, SAAS ST. ANDREW'S AUTISM SCHOOL

JOB DESCRIPTION

1) Planning & implementation of ICT Plan & Budget

- a) Support and co-develop, with ICT Work Team (SAAS), yearly ICT action plan and budget to deliver the ICT outcomes for the school
- b) Support in the execution of the ICT action plan, with the ICT Work Team

2) Management of ICT Inventory & provision of ICT support for teaching and learning (T&L)

- a) Maintain and service all teaching & learning (T&L) related equipment including classroom projectors, desktops, iPads, smart devices, printers, headphones, cameras, etc
- b) Work closely with SAAC Group IT Executive to support teachers for technical support for T&L and all work-related matters facilitated by ICT
- c) Advise on suppliers and specifications of equipment and/or procure ICT-related teaching devices/applications/accessories as required/planned by ICT Work Team
- d) Proactively scan the technology market for new technology tools which supports T&L programmes for the school
- e) Support school in ICT set-ups, as well as online platforms for school-related events/initiatives

SERVICES OF ST. ANDREW'S MISSION HOSPITAL

Senior Services: St. Andrew's Community Hospital • St. Andrew's Nursing Homes (Buangkok, Henderson, Queenstown) • St. John's - St. Margaret's Nursing Home St. Andrew's Senior Care (JOY Connect, Henderson, Queenstown, Tampines) | Autism Services: St. Andrew's Autism Centre • St. Andrew's Autism School • St. Andrew's Adult Autism Services • St. Andrew's Adult Home (Sengkang) • Day Activity Centres (Siglap and Sengkang)



3) Delivery of training for teachers and students, in support of teaching & learning (T&L)

- a) Co-develop and co-deliver, together with ICT Team, ICT-related training for staff (e.g. technology/technical skills which both enhance work efficiency as well as those which enhances T&L)
- b) Co-develop and co-deliver, together with the ICT Team, ICT skills teaching for students via various school programmes (e.g. ICT related CCA, digital literacy programmes, community mobility skills programme)
- c) Co-develop and co-implement, together with ICT Team and Curriculum Development Team, good ICT initiatives, to enhance T&L, e.g. augmented reality for lesson delivery
- d) Any other relevant duties assigned

JOB SPECIFICATIONS

- Possess minimum Diploma in ICT or related discipline, preferably from a local polytechnic, with minimum 2 years of relevant ICT experience
- Good ICT technical knowledge
- Able to problem-solve and keen to develop new ICT-related solutions for persons with disability
- Confident, willing to learn and is passionate to work with persons with disability
- Those who experience in teaching ICT skills in local schools/institutions will be an added advantage

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.

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