SGUNITED TRAINEESHIP JOB DESCRIPTION

SECTION 1: POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title for Posting</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer Trainee</td>
<td>School of Materials Science and Engineering</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Appointment Grade &amp; Job Profile Name (Job Family)</th>
<th>Cost Centre / WBS</th>
</tr>
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<tbody>
<tr>
<td>N.A.</td>
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<table>
<thead>
<tr>
<th>Name and Job Title of Reporting Manager</th>
<th>Reason for Recruitment (New / Replacement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Ng Soon Ping Nelson, Manager</td>
<td>New</td>
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<tr>
<th>Position ID</th>
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<td>N.A.</td>
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SECTION 2: KEY JOB & TRAINEESHIP PURPOSE

*Provide a summarized statement on the job and traineeship.*

Provide specialised equipment training/maintenance/troubleshooting in the area of materials characterisation, administrative and technical support in the daily operation of the service laboratory, and maintain safety standards, in addition to supporting major School initiatives.

SECTION 3: KEY RESPONSIBILITIES

*List the key responsibilities and accountabilities that must be achieved.*

**Provide training, expertise, maintenance, and support in materials characterisation/analysis**
- Leverage technical skills and knowledge in materials characterisation techniques to produce training materials and train all stakeholders, including creating the online e-learning courses for specific equipment.
- Understand and implement existing and emerging technologies in materials characterisation.
- Provide equipment training, technical expertise and relevant procedural advice on the usage of equipment.
- Perform regular maintenance, troubleshooting and calibration of equipment.

**Perform administrative work to manage the daily operation of the service laboratories**
- Liaising with vendors for purchasing and other related matters.

**Conduct undergraduate/postgraduate laboratory classes**
- Provide briefing and practical training for undergraduate/postgraduate laboratory modules and ensure the students understand the practical aspects and equipment involved in the experiment.

**Perform routine checks and inspection of assigned laboratories and graduate offices to maintain good housekeeping, enforce safety regulations and create safety awareness among all stakeholders**
- Conduct regular housekeeping and checking of safety equipment of the assigned laboratories and graduate offices to ensure compliance to safety regulations.
- Follow up on non-compliant safety inspection findings and ensure the corrective actions are rectified.

SECTION 4: COMPETENCIES AND QUALIFICATION REQUIREMENTS

*List Knowledge, Experience, Skills, Competencies and Qualifications*

- Bachelors of Engineering (preferable in Materials Science and Engineering).
- Possess knowledge in the fundamentals of materials characterisation, materials science and chemistry.
- Technical knowledge of materials characterisation techniques.
- Knowledge of data analysis and collection.
- Excellent interpersonal, communication and organisational skills.
- Good initiative, decisiveness, service-oriented mindset, good teamwork and attitude to work.
- Ability to work independently and under pressure
- Excellent command in English (written and spoken)

**SECTION 5: ABRIDGED VERSION OF JOB DESCRIPTION AND REQUIREMENTS**

*For job posting and attachment to offer letter*

Provide specialised equipment training/maintenance/troubleshooting in the area of materials characterisation, administrative and technical support in the daily operation of the service laboratory, and maintain safety standards, in addition to supporting major School initiatives

**SECTION 7: STATUTORY MEDICAL EXAMINATION REQUIREMENT**

*Indicate if the role will be exposed to any of the hazards as listed, which requires the incumbent to undergo the statutory medical examinations.*

1. No Exposure  
   *Please click “No Exposure” for the drop down list*

2. No Exposure  
   *Please click “No Exposure” for the drop down list*

Please indicate if there are more than 2, out of the 16 hazards stated in the dropdown list: