Position: Deputy Director (Strategic Planning)
Company: Singapore Business Federation

Established since 2002, the Singapore Business Federation will be re-positioning itself with effect from 1 January 2018 as the apex business platform promoting the growth and vibrancy of the Singapore business community and acting as the bridge between businesses and the Government. In re-positioning ourselves, we intend to move beyond an organization to a consolidator, aggregator, and facilitator working with various stakeholders, including our Government and other trade associations and chambers, to achieve our objectives.

Responsibilities:
- As part of the dynamic team in the Strategic Planning Department, you will:
- Help to drive and monitor our plans on the re-positioning, in close collaboration with internal stakeholders. This will include change management.
- Help to drive the organisation’s annual corporate planning process, including monitoring progress on the approved workplans.
- Help to put the organisation’s framework for the collection, tracking and progress monitoring of its Key Performance Indicators (KPIs) and related data in place.
- Handle any other responsibilities and duties that may be assigned to you by SBF from time to time.

Requirements:
- A good degree in Business, Economics or a relevant discipline
- About 8 years of relevant working experience in corporate planning, KPI setting and corporate management reporting, preferably in a commercial organisation or an economic-based government agency. Candidates with practical experience and training in corporate planning and KPI setting and monitoring tools, systems and methodology will have an advantage
- Good knowledge of the local and global business landscape
- Good communication, planning, facilitation, writing and presentation skills
- Strong drive, proactive self-starter with an analytical and creative mind
- Results-oriented with multi-tasking capabilities
- Able to work well in a team and as an individual contributor

Application

Interested applicants should send in your detailed resume (with a recent photograph) together with a cover letter (stating why you are suitable for the role, your notice period, and current and expected salaries) to careers@sbf.org.sg

Only shortlisted applicants will be notified.