

PRINCIPAL ANALYST / SENIOR ANALYST / ANALYST
(Operational Analysis)

Job Scope:

1. The Analyst is expected to perform the following functions:
 - a. Identify and define/scope opportunities in the Home Team to apply Operations Research (OR) techniques with a view to optimize the use of resources; and then put up proposals to get approval from management to carry out studies to solve these problems.
 - b. Apply OR techniques to solve problems and prepare management reports accordingly.
 - c. Project-manage large scale and complex OR studies which may be outsourced to external OR consultancy agencies and/or academic institutions.
 - d. Provide advice/consultancy to Ministry HQ Divisions and Home Team Departments on OR issues.
 - e. Be an evangelist to encourage the adoption and use of OR in the Home Team.
 - f. Plan or conduct training to increase the awareness of application of OR techniques in Home Team operations (note: this applies only to senior/principal analysts).

Job Requirements:

1. Candidates should preferably have a good Honours Degree in Industrial/Systems Engineering or Mechanical Engineering, Mathematics, Statistics or Operations Research/Decision Science (or a Master's Degree or equivalent).
2. Candidates should be adept at solving problems with careful attention to details. They should also be able to communicate clearly with senior management and colleagues, have good interpersonal skills and be able to work well in a team environment.
3. Candidates should have strong computer as well as quantitative analytical skills, and be able to perform complex research tasks with minimal guidance. Knowledge of operations research techniques and tools is a basic requirement. Experience in OR or related field will be an advantage.
4. Candidates should preferably have 1- 2 years of relevant working experience. Only short-listed candidates will be notified.

Career Prospects

1. The job holder may start off as an Analyst or a senior position (e.g. Senior Analyst, Principal Analyst), depending on individual work experience. The successful candidates would have opportunities to work his or her way up to a leadership role within the Unit.
2. The job holder will be appointed under the Home Affairs Senior Executives scheme, which forms the middle and senior management in the Home Team, to provide vital support for executive and policy decisions. While Home Affairs Senior Executives are exposed to a wide range of work in different Home Team Departments through regular postings, analysts will usually be expected to stay a minimum of 3-4 years before their next posting.

Interested ORSS members are welcome to contact Mr Jeffrey OON via e-mail at [Jeffrey_OON@mha.gov.sg] with their resumes attached.