

JOB DESCRIPTION

Designation	Project Associate / Security Technology Experience Centre (TP Career Kickstarter)
School/Department	Temasek SkillsFuture Academy / Security Industry Institute
Number of Position	1
Duration	12 months (starting Q4 2025)

Key Responsibilities

- Assist the Project Manager in the setup of the Security Technology Experience Centre, including a Security Command Centre.
- Coordinate with vendors to implement hardware and software such as CCTV systems, video analytics, facial recognition tools, robotics, and IoT sensors.
- Monitor vendor deliverables to ensure alignment with tender specifications and project requirements.
- Support procurement and installation processes for security technology infrastructure.
- Track project milestones and assist in maintaining project timelines and documentation.
- Collaborate with internal teams and external stakeholders to resolve implementation issues and ensure smooth deployment.
- Prepare progress reports and presentations for project updates and stakeholder meetings.

Prerequisites

- Qualification in technical disciplines such as facilities management, security systems, engineering, or information technology.
- Excellent communication (written and spoken) with effective presentation skills.
- Good interpersonal skills and collaborative mindset to work across teams, engage with vendors and internal stakeholders.
- Organised, attention to details and capable of managing multiple priorities while meeting deadlines.
- Strong analytical thinking and problem-solving skills.
- Able to work independently with minimal supervision and demonstrate initiative in a project-based environment.
- Positive attitude and eagerness to learn.
- Added advantage: Strong interest in security technology, smart facilities, or project coordination, with a basic understanding of surveillance systems, IoT devices, or building technologies.