

JOB DESCRIPTION (Career Kickstarter)

Designation	Cyber Clinic Ambassadors
School/Department	School of Informatics & IT / Cybersecurity & Digital Forensics (CDF)
Number of Positions	2
Duration of Role	12 months

KEY RESPONSIBILITIES

- Recruit SMEs for the programme through targeted outreach, including lecturer networks and engagement with an existing pool of 38 SMEs. Leverage referrals from past engagements and startup companies to achieve the KPI of 48 SMEs participating in the Cybershield Essentials Programme.
- Prepare and manage clinic documentation to streamline hiring and onboarding processes. Support outreach efforts, including poster creation, to recruit the remaining 50 ambassadors from the CDF cohort.
- Monitor and report on budget utilisation. Process manual timesheets for part-time student ambassadors activated for programme delivery, and coordinate claims submissions with the Programme Coordinator. Currently responsible for managing 50 part-time student ambassadors.
- Network at industry events (e.g. SCS, AISG, Women in Tech) to raise awareness and expand the SME community supporting the CyberClinic.
- Assist in compiling monthly progress reports for The Asia Foundation.
- Ensure timely and accurate preparation of certificates, with proper sign-off by the Programme Manager. Each SME engagement may involve 100–120 participants.

PREREQUISITES

- Strong written and verbal communication skills.
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.