



Para Cycling Federation of Singapore

c/o ITE College East
10 Simei Avenue
Singapore 542298

www.paracycling.sg

CONTRACT FOR SERVICE FOR ADJUNCT EXECUTIVE

The Para Cycling Federation of Singapore (PCFS) welcomes candidates to apply for the role of Adjunct Executive (Executive) to support the organization in its mission to groom paracycling athletes and provide rehabilitation support for members and the para community. Information about PCFS can be found at www.paracycling.sg.

This is a contract position.

1. FUNCTION AND ROLE

The Executive's key duties include (but are not limited to) to the following :

1. Secretariat Services

- a. Provide secretariat support such as arranging and planning for key meetings, e.g. AGM and Committee Meetings

2. Administration

- a. Support and assist the PCFS Committee to carry out its various functions, including its day to day operations
- b. Represent and attend external meetings on behalf of the PCFS if called upon by the President, Vice President or General Secretary of PCFS
- c. Ensure proper record keeping of all PCFS documents
- d. Ensure PCFS assets and all equipment are properly stored and accounted for

3. Outreach & Feedback

- a. Support the PCFS Committee in its outreach work to promote the services and work of PCFS, including organising outreach events to schools and other relevant organisations
- b. Assist in recruitment of new trainees and athletes

4. Event Organisation & Support

- a. Support the team manager and outreach representative in preparations for external and local events, including overseas missions if required
- b. Support PCFS in its fund raising efforts

2. REMUNERATION

The Adjunct Executive will receive a monthly retainer of **S\$ 1,000** from PCFS for services rendered as spelt out in para 2 above. As this will be a retainer for the Services of the Adjunct Executive, there will be no CPF contributions, annual bonuses or other benefits under this contract.

3. SKILLS AND EXPERIENCE

The successful candidate should ideally possess and have demonstrated the following :

- Independent self starter
- Good writing and communication skills
- Able to engage and work well with people of different backgrounds
- Adaptive and resourceful
- Experience in the following areas will be an advantage:
 - Event / Project management
 - Sponsorship development
 - Administration management
 - Marketing and Outreach

4. APPLICATION SUBMISSION

Interested candidates may submit their CV by **15 December 2020** to email : GS@paracycling.sg.

Queries may also be sent to the above email.

Thank you.