

Title – Technical and Projects Leader, Singapore Dragon Boat Association

Key duties and responsibilities that need to be performed to meet the primary objective of the job.

The role will cover all key areas of the organisation: –

1. Operational Management and Administration
 2. Budgeting and Financial Management
 3. Projects and Events Management
 4. Policies, Compliances and Governance
 5. Strategic Planning
- Provides leadership, direction, and guidance in implementing the programmes and initiatives and strengthening engagement with key stakeholders.
 - Responsible for operations and successful execution of programmes and calendar of events.
 - Supports dragon boat community development trends in Singapore, to ensure that dragon boat engagement programmes remain relevant.
 - Oversees the budget planning of the Technical and Projects function that includes events, orientation programmes, development courses, internal and external projects.
 - Ensures prudence, control, and proper usage of funds to achieve the Association's goals.
 - Works with internal and external stakeholders such as grassroots organisations, schools, VWOs, corporates, private service providers to identify and evaluate existing programmes, create new programmes and manage the progress and outcomes, including managing the human capital requirements.
 - Works closely with the sub-committees of MC in the development, planning, conceptualisation of technical and certification, safety and education and mass participation.
 - Promotes community awareness through ongoing education and engagement.
 - Devises a wide range of quality recreational events that are inclusive of the community.
 - Represents the SDBA in external organisations in the promotion of Dragon Boating as the in Sports.
 - Performs other projects that may be assigned by the SDBA Board members.