

Job Description

Title –General Manager, 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. Human Resource Management

3. Budgeting and Financial Management

4. Policies, Compliances and Governance

5. Strategic Planning

- Reports to the Board Committee, manages the entire Association's team of employees.
- Oversees and aligns the Association's goals to meet the overall Sports SG strategic objectives.
- Directs a major part of the organization's activities, develops strategies to ensure sustainable long-term plans. Incumbent appropriately matched to this role would also include strategically oversee organization projects and services.
- Provides strategic management leadership, addressing business requirements and goals leveraging on technology and appropriate tools.
- Ensures that the team's schedules and budgets are met according to contractual agreements.
- Works with stakeholders to cultivate future projects and qualify new opportunities.
- Consults with team members to ensure that mutual objectives are met.
- Oversees the planning of the Association's budget and ensures prudence, control, and proper usage of funds to achieve the Association's goals.
- Maintains relationship with critical stakeholders such as SNOC, Sport Singapore, IDBF, ADBF, other NSAs, affiliates, volunteers, and sponsors. Engages key stakeholders and identifies mutually beneficial collaborations to extend the outreach and deepen engagement with various partners and NSA.
- Establish good governance practices.
- Assesses performance with a structured performance matrix to facilitate employee engagement and developmental opportunities, provides real time coaching to the Secretariat team of employees to achieve operational excellence.

- Reviews and updates current HR practices, programmes and policies; creates new policies where necessary.
- Orchestrates and strategizes talent pipelining and succession planning, leveraging on robust tools that are available in the market to meet ongoing talent demands and development.