



The Tourism Management Institute of Singapore (TMIS) was established in 1987 to upgrade the professionalism, service and productivity of the travel and tourism industry. Over the years, TMIS has evolved to become a notable training provider that provides industry related training and skills upgrading for those who aspire to join the travel and tourism industry.

TMIS is looking for highly motivated individuals to join us in our growth.

MANAGER, PROGRAMME MANAGEMENT

Responsibilities:

- Development of new training courses (WSQ and non-WSQ)
- General administration which include classroom scheduling, trainer scheduling, class scheduling and liaison with external parties
- Able to handle online learning and classroom administration platforms
- Submission to SSG for WSQ related course development issues
- Ensure compliance of policies set out by relevant governing bodies, e.g. CPE. Government agencies and Immigration and Checkpoint Authority

Requirements:

- Minimum a Degree in related fields
- 10 years of relevant experience
- Experience in programme development
- Ability to develop WSQ programmes and course proposals
- ACTA is required
- DACE is an advantage but not necessary

Please send in your resume with current and expected salary to

hr@tmis.edu.sg

Only short-listed candidates will be notified