

## JOB DESCRIPTION

<b>Job Title:</b>	Chief Operating Officer, TrueVA Academy (A division of TrueVA Capital Pte Ltd)
<b>Location/ Base:</b>	Singapore
<b>Reporting to:</b>	Managing Director

### Job Overview:

This is a senior-level position at TrueVA Capital. The **Chief Operating Officer** will help drive forward TrueVA Academy's operational and technology infrastructure agenda, enabling the division to establish robust processes and systems to achieve scalable, sustainable growth.

### Responsibilities & Duties:

The key areas of responsibilities for the Chief Operating Office is as follows:

#### Instructional Design

- Analyze and apply trends and best practices in learning technologies and instructional design to develop a practical, application-based digital learning strategy.
- Work with TrueVA training partners/ subject matter experts to identify target audience's training needs and set learning outcomes.
- Develop and implement highly engaging and interactive learning solutions.
- Develop comprehensive measurement strategies for all learning solutions to demonstrate learning effectiveness and business impact.

#### Digital Learning Content Creation

- Work collaboratively with teaching and project staff to design and develop online learning resources such as videos, simulations, role-plays and interactive web-based resources.
- Coordinate the specification, production and delivery of digital learning resources and services, with staff and/or vendors on time, on budget and to a high quality with appropriate style, tone and creative approach.

#### Digital Learning Platform and Tools

- Evaluate, recommend and manage external vendors to implement a digital learning platform for TrueVA Academy which meets the requirements of the business, customers and partners.
- Manage and administer TrueVA's digital learning platforms and tools.
- Continually scan the digital learning industry for new tools and technologies, and determining if they are applicable to TrueVA.
- Train educators and students in the use of any new platforms or tools.

#### Other responsibilities

- Work with external agencies or accreditation bodies to obtain project funding or accreditation for relevant course curriculum.

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- Oversee the day-to-day management of administrative matters – e.g. HR, budget, customer billing, training scheduling, reporting, grant application & certificate issuance.
- Others as assigned by Reporting Officer.

### Requirements:

#### Minimum Education Qualifications

- Bachelor's degree in Human Resource, Business Management, Media & Communication, Instructional Design, Finance, marketing, engineering or a related course.
- Adult education qualifications such as ACTA or ACLP highly preferred.

#### Experience

- Minimum 8-10 years of relevant working experience, with managerial experience in either the education sector or in a Learning and Development (L&D) role, ideally in the financial sector or technology sector.
- Experience in handling projects and content in Transaction Banking (Trade & Supply Chain Finance, Cash Management & Corporate Treasury) domain would be highly preferred.

#### Knowledge, Skills and Abilities

- Proficiency in using course authoring tools (e.g. Articulate) and a range of learning management systems (e.g. Blackboard, Canvas, Moodle).
- Up-to-date knowledge of best practices in instructional design, learning experience design, digital learning content design, learning management systems, mobile learning platforms and digital learning engagement and gamification tools.
- Able to quickly learn new technologies and evaluate their potential applicability.
- A self-starter who is able to work independently, with exceptional collaboration and project management skills to coordinate initiatives involving multiple stakeholders.
- Track record of successfully handling demanding projects under a tight timeframe.

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### Development Opportunities:

TrueVA provides a launch pad into a multitude of exciting career opportunities in associated businesses and new business ventures. These include the following:

- **Geographic Expansion:** Core to TrueVA's advisory and consulting stream, we have a network of partnership firms – Aktiv Konsult in Jakarta and TrueVA Consulting in Dubai.
- **Digital Capabilities Development:** Building on our digital strategy advisory expertise, we started to further augment this competitive edge with deeper implementation capabilities. Data Analytics is a specific area of focus we are developing and have undertaken a number of industry projects to date.
- **Knowledge Development:** TrueVA Academy is a key growth area for TrueVA Capital. We have onboarded major customers in Banking and Tertiary Institutions within the last 2 years and plan to scale the business through the use of technology. We are also corporate partners with EduSpaze, which gives us access to leading-edge edtech solutions provided by their programme participants.
- **Venture Building:** TrueVA's startup investment stream opens up the avenues for direct involvement in the assessment/ due diligence of prospective investments, and in facilitating the growth of technology startup companies, and joint ventures with clients.

### About TrueVA Capital:

TrueVA Capital is a dynamic and fast-growing firm established in 2018, and provides business transformation, digital strategy, startup investment advisory, data analytics and training services to corporates and financial institutions. In this age of digital disruption, our mission is to help businesses and their people navigate bravely through the unknown with sound judgement and foresight. We will harness the power of knowledge and technology for the betterment of humanity.

At TrueVA, we believe in being Trustworthy, Thoughtful and Progressive. We deal with our customers, employees and partners with honour and integrity, and are balanced and well-considered in our approach. We look forward with optimism and embrace good ideas with pragmatism.