JOB DESCRIPTION

Job Title:	Learning & Development Consultant, TrueVA Academy (A division of TrueVA Capital Pte Ltd)
Location/ Base:	Singapore
Reporting to:	Managing Director

Job Overview:

This is an associate/ senior associate level position at TrueVA Capital. This role exposes you to immense learning opportunities through the direct involvement in client projects & content development. You will work closely with the Managing Director and Partners of TrueVA in the development of proprietary e-learning curriculum and content, and in the execution of client projects. These curriculum would cover domain ranging from banking and finance, to digital strategy, startup skillsets and various technology enablers such as block chain and data analytics.

Responsibilities & Duties:

- Conduct research as part of preparatory work for content or curriculum development.
- Prepare story boards for review by partners & clients.
- Develop interactive e-learning content by deploying instructional design best practices and use of e-learning development tools.
- Create video recording and edits for curriculum content.
- Manage project timelines and coordinate deliverables with clients, partners and vendors.
- Provide on-going client servicing from project start to end.
- Maintain complete project documentations for reference purposes.
- Coordinate administration for training related matters, including both traditional and new training delivery channels.
- Manage corporate website updates, social media and other marketing channels.

Qualifications:

- Diploma or Bachelor's degree in Human Resource, Business Management, Media & Communication, Finance, marketing, engineering or a related course.
- Experience in e-Learning authoring tools (e.g. Articulate 360) will be a pre-requisite.
- Some experience in video editing will be an advantage.
- Competent in Microsoft offices suite such as Word, PPT & Excel (macros).
- Excellent communicator and project management skills.
- Inquisitive mind and eagerness to learn and master a wide array of business domains.
- Entrepreneurial and resourcefulness is a pre-requisite.

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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.
- **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.