



Job Title: ICE-HBV Project Assistant

Job Type: Part-time (10 hours per week), Remote

Job Summary:

The ICE-HBV Project Assistant will provide overall project assistance to the ICE-HBV project, including coordination of events, leadership meetings, and other project-related activities assigned by Excolo management. The candidate will be responsible for coordinating the analysis and writing for the HBV Management in the Resource Limited Setting (RLS) Project Working Group, supporting the design for the mRNA assay project, managing the HBV Cure FAQ project, supporting fundraising efforts, and preparing promotional materials. This position is a part-time remote job that requires a high level of confidentiality and adherence to statutory compliances.

Key Responsibilities:

- Provide overall project assistance for the ICE-HBV project, including events, leadership meetings, and other project-related activities assigned by Excolo management.
- Coordinate the analysis and writing for the HBV Management in the RLS project group.
- Administrative support for the design of the mRNA assay project by assisting in concept note development.
- Manage the HBV Cure FAQ project.
- Support fundraising efforts by preparing promotional materials.
- Maintain confidentiality regarding the work and confidential information of the Company and/or its subsidiaries or Associated Companies.
- Ensure compliance with various statutes in the area of operations.

Requirements:

- Bachelor's degree in a related field. Master's in Public Health or in a related field will be preferred.
- Prior experience in project coordination or project management.

- Excellent organizational and communication skills.
- Ability to work independently and meet deadlines.
- Proficiency in using MS Office.
- High level of confidentiality and adherence to statutory compliances.
- Availability for at least 1 hour working in SGT during the daytime once a week.
- Flexibility in virtual meetings with different time zones.
- Fluent in written and spoken English.

Expected Outcome:

- Timely and efficient coordination of project-related activities, events, and leadership meetings.
- High-quality analysis and writing for the HBV Management in the RLS project group (no scientific input required).
- Successful development of the mRNA assay project concept note.
- Completion of the HBV Cure FAQ project and its successful implementation.
- Successful preparation of ICE-HBV Annual Symposium.
- Preparation of fundraising-related documents and promotional materials.
- Compliance with various statutes in the area of operations.
- Efficient use of Google Workspace and other communication tools.
- Effective collaboration with the Excolo management team to achieve project goals.

Salary:

The candidate will be paid 35 US Dollars per hour (280 USD per day, 8 hours a day).

Please be advised that all taxes related to the compensation paid for this position are the sole responsibility of the employee, and the firm will not be held responsible for any taxes owed in the country of residence. This policy is in place due to the variance in tax regulations between countries. Additionally, it should be noted that this position does not provide any financial benefits beyond the agreed upon salary. The firm will not provide health insurance or pension benefits for this position.

To apply:

Please submit your CV and a cover letter detailing your relevant experience to: admin@excolo.com.sg by May 31, 2023, 6 pm Singapore Standard Time.

Please include "ICE-HBV Project Assistant Candidate - [Your Full Name]" in the subject line of the email.

Note: Only qualified candidates will be contacted for further steps in the hiring process.

We thank all applicants for their interest in the ICE-HBV.

ICE-HBV Management