



PR/097326 | Deputy Director - HR Policy

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1602979

Industry

Other

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Company

Our client is a public sector research organisation in Singapore. focused on scientific research and innovation, operating under the Ministry of Trade and Industry, plays a central role in advancing national R&D capabilities across areas such as biomedical sciences, advanced manufacturing and engineering. It oversees a network of research institutes and actively partners with multinational corporations, SMEs and other government agencies to drive the translation of research into commercially viable outcomes aligned with Singapore's long-term economic priorities.

The Role

This role owns HR policy development, governance and communication across the organisation, with a strong focus on staff engagement, making sure policies are clearly understood, not just written.

What You'll Do

- Lead the review of HR policies across HR functions, weighing Public Service directives, relevant legislation, industry practice and organisational impact
- Engage stakeholders and staff directly to pressure-test proposed changes
- Partner with HR teams to implement new and updated policies
- Track implementation effectiveness and recommend refinements, both to the policy and to how it's communicated and rolled out
- Evaluate requests for policy exceptions, weighing business impact against effects on other related policies
- Own the communications and change management plan for policy rollouts
- Keep messaging consistent across circulars, eDMs and staff engagement sessions

What We're Looking For

- 8 to 10 years in HR, with real depth in policy, communications or a closely related area
- Track record leading organisation-wide communications, particularly turning dense policy into narratives people actually read and understand
- Strong writing and speaking skills, able to brief senior leaders and land staff-wide messages
- Public Service experience or time in a large, complex organisation is a plus

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R22108517

#LI-JACSG #countrysingapore

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Company Description