


PERSONNEL & RESEARCH OFFICE - OFFICER DUTIES

S1-B1a-31

 <p>SIA-HO LI LIAN Senior Clerical Officer Tel: 6790-6838</p>	<ul style="list-style-type: none"> • Leave matters (academic staff's leave- Chair's Office, non-academic & research staff for centres- less NTRC & PWTC) • Staff Welfare Committee-Process claims for Staff Welfare Funds • Mailing / keeping stock on research publications • Matters relating to internally funded research projects • Printing of monthly statement summary of research accounts from SAP • Coordinator, Section's rotational duties • Liability form for academic, non-academic staff & research staff • Safety Committee 	 <p>GOH SAU FONG, CATHERINE Assistant Manager (Research) Tel: 6790-6360</p>	<ul style="list-style-type: none"> • Research Fund Applications • Research Projects [Jointly/ Externally Funded, Internally Funded] • Maintaining Project Information in 'Research Information Management System' • Liaising with Office of Finance for granting PIs' access to Pay Register • Granting PIs of other Schools access to SAP • Maintaining Technical Report Listing • Ordering of toners for Section's photocopiers and printers
 <p>CHUN LAI WAH, CONNIE Clerical Officer Tel: 6790-4321</p>	<ul style="list-style-type: none"> • Matters pertaining to People Developer (PD) standards and certification • Maintaining the drop down list of the EEE Management Information System • All attachment cases to the School without formal appointment • Posters Updating 	 <p>WEE-CHEW LEE FOONG, ANNIE Assistant Manager (Personnel) Tel: 6513-8212</p>	<ul style="list-style-type: none"> • Non-academic Staff Matters (less Leave) • Matters relating to Visiting Academics/ Researchers Funded by Research Grants • EEE Management Information System [Non-academic staff] • People Developer Administrator who will administer the training (less conferences attendance) of staff members • Editorial Committee member of the School Annual Research Report
 <p>CHANG-YEO MAY LI, JESSIE Senior Clerical Officer Tel: 6790-6838</p>	<ul style="list-style-type: none"> • Research staff matters (less leave) • Application for all research positions • Keeping Chair's Office and recommending accounts chargeable for research manpower costs • Initiating the process to seek replacement of Principal Investigator/ Supervisor upon academic staff going on no-pay leave, resignation, etc. 	 <p>TEO SIU CHOO, LINDA Senior Clerical Officer Tel: 6790-4321</p>	<ul style="list-style-type: none"> • Matters pertaining to academic staff (less leave) • Applications for all faculty positions (including visiting/ adjunct staff) • Collating information for E³ World publication/Webpage - EEE Staff Directory • Collating applications for Tan Chin Tuan Exchange Fellow