

# National Book Development Council of Singapore

## (The Book Council)

### *Principal – Academy of Literary Arts and Publishing*

The Book Council is inviting applications from university graduates who have a strong background in training and managing training institutions for the position of Principal of the Academy of Literary Arts and Publishing (ALAP). Preference will be given to candidates who have domain knowledge and training experience in the following areas the Academy will be focusing on – storytelling, reading, writing and publishing. The successful candidate will report to the Executive Director of the Council and will be required to co-ordinate and manage the newly established Academy of Literary Arts and Publishing in such a way that it is cost recoverable and sustainable over the long term. The Council hopes that ALAP would establish itself as the foremost training institution in the region particularly, in the four areas of its speciality. The responsibilities of the Principal of the Academy would involve the following:

- i. Managing, marketing, administering and conducting training programmes in the Literary Arts & Publishing
- ii. Designing and developing new courses and curriculum as well as a website for the Academy
- iii. Organizing programmes for, and also seeking professional accreditation and recognition for all its courses
- iii. Sourcing and designing higher level courses, especially diploma programmes
- iv. Conducting regular training needs assessment and analysis
- v. Reviewing all existing training courses conducted by the Council and developing an integrated and structured training programmes
- vi. Liaising with the, Work Development Authority , Skills Development Fund and other related agencies to provide cost effective, relevant and recognized programmes that have been certified
- vii. Facilitating translation projects through courses on translation
- viii. Organising relevant courses in Chinese, Malay and Tamil in the four areas identified

Interested applicants should complete the prescribed Application Form obtainable from our Book council website: [www.bookcouncil.sg](http://www.bookcouncil.sg) , under the heading, *we are hiring* and send it together with their curriculum vitae and a brief note of introduction to the Executive Director of the Council not later than 9<sup>th</sup> March 2012.

# The Book Council Application

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Looking for ways to get involved in Singapore's Literary and Publishing scene?

Hoping to make a real difference in the lives of Singaporeans?

The Book Council is currently looking for leaders to join its small but dynamic Secretariat to be an advocate for and promote its programmes.

The Book Council staff will have the chance to:

- Experience some of the city's best literary events
- Meet writers and members of the book and publishing community in Singapore and the region
- Assist in organizing training programmes
- Develop personal and professional relationships with members of the literary arts and publishing community

We are looking for young professionals in the literary and publishing field who are passionate about our mission and who are looking for meaningful ways to engage with our diverse initiatives. You can be a young writer on the side, a marketing and PR Executive hoping to get experience in the non-profit sector, or someone mature looking to give back to your community.

The applicant will be required to:

- Collaboratively plan several programmes per calendar year
- Promote the programmes widely and effectively
- Attend to administrative routine related to events organisation
- Get sponsorships for programmes organised whenever possible
- Administer the awards for literary excellence
- Engage the communities especially those conversant in the mother tongue

After reviewing our website (<http://www.bookcouncil.sg>) please complete the application below.

We look forward to working with you to ensure that Singapore's writing and publishing continues to flourish and we effectively serve as the literary and publishing hub for Asian content.

R Ramachandran  
Executive Director

# NATIONAL BOOK DEVELOPMENT COUNCIL OF SINGAPORE

50 Geylang East Avenue 1, Singapore 389777  
Tel: 6848 8290 Fax: 6742 9466

## APPLICATION FOR EMPLOYMENT

|                      |  |
|----------------------|--|
| Position Applied For |  |
|----------------------|--|

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### PERSONAL PARTICULARS (\* Please delete if inapplicable)

|  |   |                                      |
|--|---|--------------------------------------|
| * Mr / Mrs / Miss / Mdm (Full Name as shown in Identity Card/ Passport.) |   |                                      |
| Postal Address   |   | Home / Office Telephone No.          |
| Email Address (if any)   |   | Mobile Phone / Pager No.             |
| NRIC / Passport No.  | S'pore Permanent Resident /<br>FIN No. and Issue Date | Colour of NRIC<br>* Pink / Blue      |
| Date of Birth  | Sex<br>* Male / Female                                | Marital Status<br>* Single / Married |

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### EDUCATION & TRAINING

| School / Institution | Year |    | Course / Major | Highest Qualification |
|----------------------|------|----|----------------|-----------------------|
|                      | From | To |                |                       |
|                      |      |    |                |                       |
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### EMPLOYMENT HISTORY (State the most recent employer first)

| From<br>mth/yr | To<br>mth/yr | Name of<br>Organisation | Position<br>Held | Nature of Job | Reasons For<br>Leaving |
|----------------|--------------|-------------------------|------------------|---------------|------------------------|
|                |              |                         |                  |               |                        |
|                |              |                         |                  |               |                        |

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Earliest Date Available if Appointed with the National Book Development Council of Singapore

**REMUNERATION** (Please delete if inapplicable)

|                      |          |              |
|----------------------|----------|--------------|
|                      | EXPECTED |              |
| Monthly Gross Salary |          |              |
| Bonus                | \$       | No. of Mths. |

**NATIONAL SERVICE RECORDS** (Applicable to Male Singapore Citizens Only)

|  |                          |                           |                               |
|--|--------------------------|---------------------------|-------------------------------|
| Date of Enlistment                               | Operationally-Ready Date | Current Rank/<br>Vocation | Organisation:<br>SAF/SPF/SCDF |
| If you have not served NS, please state reasons: |                          |                           |                               |

**INFORMATION TECHNOLOGY (IT) EXPERIENCE / KNOWLEDGE**



**LANGUAGE PROFICIENCY**

|        |         |
|--------|---------|
| Spoken | Written |
|--------|---------|

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## OTHER USEFUL INFORMATION

Any other information which is important to you and will support your application (Scholarships/ Awards / ECA / Hobbies etc.)

## CHARACTER REFEREES

Please provide two character referees who know you in **employment** or **private** life, but are **non-relatives**.

| Name | Address | Contact No. | Relationship to Applicant | No. of Years known |
|------|---------|-------------|---------------------------|--------------------|
|      |         |             |                           |                    |
|      |         |             |                           |                    |

- A) I declare that the above information and documents attached hereto are true to the best of my knowledge and belief, and that I have not willfully suppressed any materials.
- B) I confirm that I am not related to any current paid staff or Executive Committee members of The Book Council.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant