

# SCDF Internship Opportunities

*Gain firsthand exposure to the operations of the Lifesaving Force and contribute to SCDF's key initiatives and innovation projects aimed at enhancing its core mission to protect and save lives and property for a safe and secure Singapore.*



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# Corporate Communications Department (CCD)

## Corporate Communications & Services Branch

### Job Description and Requirements

The intern will join the Corporate Communications Department's Media Production Unit either as a:

- **Production Intern:** He/she will be involved in the development, pre-production and production stages of SCDF's media production, including corporate videos, narrative miniseries and coverage for events and exercises.
- **Technical Intern:** He/she will be involved in the production and post-production aspects with roles such as junior grip, junior camera grip and junior editor. The intern will help to create SCDF's content ranging from corporate videos, narrative miniseries and event coverage.

Interns will be required to have some prior experience in audio-recording, filmmaking, video editing, video storyboarding, directing in-house productions.

### Learning Outcomes

- 1) Gain experience in the pre-production and production process
- 2) Gain experience in the technical aspects of media production

### Preferred Area of Study

Digital Film and Media

# Emergency Medical Services Department (EMSD)

## Plans and Policy Branch

### Job Description

The intern will assist the Emergency Medical Services Department's Plans & Policy Branch to:

- Assist in horizon scanning of operational capabilities of emergency medical services in other jurisdictions, evaluating the relevance and potential benefits for the application locally.
- Assist in the development of strategies to manage EMS demand, focusing on alternative care service pathways and triaging tools.
- Evaluate the effectiveness of the NurseFirst pilot and develop recommendations for scaling it to a nationwide medical helpline.

## Readiness Branch

### Job Description

The intern will assist the Emergency Medical Services Department's Readiness Branch to:

- Conduct research and assess the feasibility of having electric ambulances
- Study charging infrastructure, operational downtime impact, and return on investment (ROI) to better understand how SCDF can move towards greener Emergency Medical Services (EMS) operations

### Learning Outcomes

- 1) Be exposed to fleet and equipment management
- 2) Learn how EMS fleets are maintained, dispatched and monitored
- 3) Understand inventory control for critical supplies and how logistics are managed under pressure
- 4) Observe how real-time tracking and maintenance systems support service reliability

### Preferred Area of Study

Infocomm Technology, Engineering, Health Sciences

# Fire Safety Department (FSD)

## Consultation & Fire Safety Engineering branch

### **Job Description**

The intern will assist the Fire Safety Department's Consultation & Fire Safety Engineering Branch by:

- Assisting in conducting literature study to support the review of fire safety requirements in areas, such as solar PV panels, electric vehicles, and Li-ion battery energy storage installation.
- Assisting in on-going R&D projects with industry partners through data collation and literature review of various overseas codes, standards, and practices.
- Assisting in reviewing relevant fire safety research papers.

## Fire Safety Management Branch

### **Job Description**

The intern will assist the Fire Safety Department's Fire Safety Management Branch by:

- Assisting in the systematic monitoring and coordination of Fire Certificate (FC) inspection schedules, ensuring proper roster management to maintain compliance timelines. This includes the preparation and issuance of FC enforcement notices to relevant parties and comprehensive data entry of FC inspection details into designated systems, capturing critical information such as the performance assessments of Professional Engineers (PC), Building Owners (BO) and Fire Safety Managers (FSM).
- Supporting the FC team in processing applications from new FC applicants, assisting with documentation, review, and administrative coordination throughout the application process.
- Assisting in the accurate entry of Company Emergency Response Team (CERT) Tier classifications for CERT premises into the Electronic Fire Safety Management (eFSM) portal.

## Industrial & Institution Design Branch

### Job Description

The intern will assist in the Fire Safety Department's Industrial & Institution Design Branch by:

- Assisting in plan check duties and visiting completed buildings to gain exposure to fire safety inspection processes. This will involve both remote and physical assessments of premises under different Purpose Groups (PGs).
- Managing digital archives and databases under the Product Listing Scheme (PLS).
- Engaging in other fire safety-related works, including the application of the Fire Code and projects involving UAV, AI applications, and IoT integration.

## Product Listing Scheme Branch

### Job Description and Requirements

The intern will assist the Fire Safety Department's Product Listing Scheme Branch by:

- Conducting User Acceptance Testing (UAT) for the RFSP certification platform.
- Analysing data and applying data visualisation techniques to summarise and present findings effectively.
- Preparing technical documentation and training materials.
- Gathering and analysing user feedback for platform improvements.
- Completing ad hoc tasks whenever required.

Interns will be required to be proficient in Microsoft 365 (Excel, Word, PowerPoint, etc), understand data analysis techniques and tools, have good analytical and problem-solving skills, be detail-oriented, and possess effective communication and interpersonal skills. Experience in UAT or software testing would be advantageous.

### Learning Outcomes

- 1) Develop skills in UAT testing
- 2) Enhance data analytical and visualisation capabilities
- 3) Improve project management and stakeholder communication skills
- 4) Learn about fire safety regulations and certification processes

### Preferred Area of Study

Engineering, Sciences, Architecture, Infocomm Technology, any other related disciplines

# HazMat Department (HAZ)

## Plans & Policy Branch

### Job Description

The intern will assist HazMat Department's Plans & Policy Branch in:

- Conducting research on case studies of recent international incidents, involving Industrial Chemicals (TIC) and Chemical, Biological, Radiological and Explosive (CBRE) materials.
- Conducting research on international response to the incidents and highlighting best practices, challenges and learning points.
- Comparing response with established doctrines in SCDF and reviewing relevance.

By the end of the internship, interns will be required to submit summary reports and present findings from research.

### Learning Outcomes

- 1) Gain exposure on the expertise, knowledge and skills required in dealing with Toxic Industrial Chemicals (TIC) and Chemical, Biological, Radiological and Explosive (CBRE) threats.
- 2) Gain experience in conducting research on conventional and unconventional HazMat response matters.

### Preferred Area of Study

Engineering, Infocomm Technology and Sciences

# Human Resource Department (HRD)

## Plans & Policy Branch

### Job Description

The intern will assist the Human Resource Department's Plans & Policy Branch by:

- Conducting a comprehensive review on coaching programmes available in the market and benchmark them against the SCDF NSF mentorship programme to evaluate its efficacy. He/she will also follow up with internal SCDF stakeholders on the progress status of NSF mentorship programme and gather feedback to assess the programme's effectiveness.
- Research on young adults' perspectives towards national service in Singapore through publicly available survey data and studies, with the objective of identifying strategies for SCDF to enhance engagement with the new generation of NSFs.
- Due to review of NS policies and new implementations, he/she will carry out sensing of NS information published in local government webpages to assess whether there is a need to update the information.
- Assist in breaking down reviewed NS policies into bite-sized content for public dissemination.
- Support in kickstarting the development of the digital SCDF NS Guide.

## National Service & Affairs Branch

### Job Description and Requirements

The intern will assist the Human Resource Department's National Service & Affairs Branch in:

- Data-related activities (e.g., data harvesting, preparation, processing, and exploration tasks)
- Stakeholders Engagement, enhancing clarity relating to NS-related processes
- Formulation of guidelines
- Engagement events
- Addressing dynamic assignments and projects

Intern will be required to:

- Possess competent writing skills and comfortable working with data and the use of Microsoft Office applications
- Have willingness to learn and adapt in a fast-paced environment
- Possess strong interpersonal skills; comfortable working with people of all levels and able to effectively communicate with internal stakeholders
- Be proactive and self-motivated with a desire to take on new challenges

### **Learning Outcomes**

- 1) A unique opportunity to gain hands-on experience in data harvesting, optimisation, and analysis of NSF and NSmen-related datasets to derive insights and trends for developing strategies.
- 2) Sharpening of problem-solving skills through data exploration and understanding SCDF NS manpower deployment processes.
- 3) Exposure to a wide range of perspectives and insights concerning SCDF NS processes (e.g., deployment, manpower, organisation needs).

### **Preferred Area of Study**

Business, Engineering, Health and Social Sciences, Infocomm Technology, Sciences, Computing & Data Science, Humanities, Arts & Social Sciences

# Logistics Department (LOGS)

## Plans & Policy Branch

### Job Description

The intern will assist the Logistics Department's Plans & Policy Branch in:

- Conducting comprehensive fleet data analyses and compiling evaluation reports for operational improvements
- Collating, drafting and pitching business process improvements based on analytical findings
- Engaging various stakeholders to understand end-to-end business needs and operational workflows
- Supporting system enhancement projects through testing and user feedback collection
- Changing management initiatives to improve business outcomes
- Participating in project implementations and contribute to iterative improvements

## Fleet Management Branch

### Job Description

The intern will assist the Logistics Department's Fleet Management Branch in:

- Day-to-day operations and maintenance processes of the fleet management system
- Gaining hands-on familiarity with the platforms and tools used to track vehicle status, managing service histories, and supporting SCDF's operational fleet readiness
- Engaging relevant stakeholders to understand business needs
- Assisting in the collation and analysis of relevant data
- Supporting the development of proposals to address identified gaps or inefficiencies

Where ongoing projects are in progress, such as the digitalisation of fleet maintenance records or the development of automated maintenance scheduling tools, the intern will provide implementation assistance and contribute to iterative improvements as the projects evolve.

### Learning Outcomes

- 1) Gain practical experience in fleet management operations, including day-to-day operations and maintenance processes of the fleet management system.
- 2) Develop data analytics and reporting capabilities through the collation and analysis of relevant operational data to support the identification of gaps and inefficiencies.
- 3) Learn how to engage stakeholders to understand business needs and support the development of proposals to address operational gaps.

- 4) Gain exposure to business process re-engineering and digitalisation initiatives, such as the digitalisation of fleet maintenance records and the development of automated maintenance scheduling tools.
- 5) Develop hands-on familiarity with fleet management platforms and tools used to track vehicle status, manage service histories, and support SCDF's operational fleet readiness.

### **Preferred Area of Study**

Engineering, Business, Computing & Data Science

# Planning & Organisation Department (P&O)

## International Affairs Branch

### Job Description

The intern will assist the Planning & Organisation Department's International Affairs Branch by:

- Assisting in processing of nominations and coordinating pre-trip requirements with nominated candidates for overseas training/ workshops/ conferences/ official visits
- Assisting in open-source research on disaster management related agencies and their capabilities
- Assisting in planning and execution of corporate visits and major events
- Assisting in data preparation work for Global Engagement Management System

## Organisation Development Branch

### Job Description and Requirements

The intern will assist the Planning & Organisation Department's Organisation Development Branch by:

- Supporting ODB in organising staff activities like award ceremonies, staff engagement sessions and workshops that celebrate and grow our people.
- Collating and analysing data from quarterly award submissions and survey results.
- Designing and rolling out monthly EDMs (electronic direct mails) to share OD initiatives and inspire our workforce.
- Researching for benchmarking and review of business processes, contributing fresh ideas to improve how we work.
- Assisting in OD-related projects like digitising records, development of electronic registry system and AI chatbot to enhance knowledge management and organisation efficiency.

Students who are interested in creative and analytical work, eager to make a difference and possess good writing and design skills (Canva/MS office) are preferred.

### Learning Outcomes

- 1) Organisation Development Exposure – understand how OD practices support culture building, process improvement within the SCDF.
- 2) Research, data analysis and communication skills – Build capability and experience in conducting research, benchmarking, collate, analyse and interpret data, as well as designing effective communication materials that resonate with diverse audience.

- 3) Digital Transformation Experience – contribute to projects involving digitisation, AI and electronic systems and understand how technology supports organisational efficiency.

**Preferred Area of Study**

Humanities, Arts & Social Sciences, Business, Communication and Design, Infocomm Technology, Design and Artificial Intelligence

# Training and Professional Development Department (TPD)

## Plans & Policy Branch

### **Job Description**

The intern will assist the Training and Professional Development Department's Plans & Policy Branch by:

- Assisting in the end-to-end planning and conduct of 6 to 8 Training and Learning Focus Group Discussions (FGDs) aimed at gathering ground feedback on SCDF's training and learning landscape
- Distilling key findings and insights from the FGDs to identify areas for improvement and support the development of an action plan based on the outcomes, following the collection of survey scores
- Supporting the Frontliner Workshop, a force-wide training and learning forum, by coordinating between SME departments and ground units to ensure smooth planning and execution of the event
- Assisting in reviewing TPD Department's directives, supporting the branch's efforts to keep its policy documents current and relevant

### **Learning Outcomes**

- 1) Develop skills in qualitative data analysis
- 2) Gain experience in planning and facilitating focus group discussions
- 3) Gain experience in event coordination and stakeholder management
- 4) Exposure to policy review processes

### **Preferred Area of Study**

Design and Artificial Intelligence, Computing & Data Science

# Volunteer and Community Partnership Department (VCPD)

## Community Preparedness Branch

### Job Description

The intern will assist the Volunteer and Community Partnership Department's Community Preparedness Branch by:

- Providing logistical and administrative assistance in the development of Emergency Preparedness (EP) content, programmes, events, volunteer gatherings and stakeholder meetings
- Supporting the planning and execution of events, including participating in brainstorming sessions, assisting with coordination efforts, and providing on-site support during event implementation.
- Assisting with communicating and engaging with SCDF volunteer groups
- Supporting the team in research, policy reviews, and strategic planning related to community engagement and emergency preparedness initiatives.

### Learning Outcomes

- 1) Gain exposure to strategic planning and decision-making processes.
- 2) Gain problem-solving skills.
- 3) Gain experience on the intricacies of large-scale event planning.
- 4) To understand the development of programmes/ strategies aligning with organisation and nation's vision.
- 5) Learn to foster effective communication between teams and stakeholders, gaining insights of public service operations.

### Preferred Area of Study

All disciplines

## Operations Department (OPS)

### Operations Development Branch

#### **Job Description**

The intern will assist the Operations Department's Operations Development Branch by:

- Supporting special projects, such as the ongoing CIMS2, eStaging and several infra-development projects, like the response base development
- Assisting the project officers in developing SOPs and Directives governing the use of Operations Systems and processes
- Assisting in testing and user requirements gathering aspects of project management

### Operations Readiness Branch

#### **Job Description**

The intern will assist the Operations Department's Operations Readiness Branch by:

- Assisting in analysing operational data and preparing reports on emergency incidents and response times
- Supporting the review of Standard Operating Procedures (SOPs) and operational guidelines
- Coordinating and documenting operational readiness exercises and training sessions
- Assisting in monitoring and tracking operational resources and equipment statuses
- Supporting the preparation of briefing materials for operational meetings and reviews
- Contributing to research projects aimed at improving emergency response protocols
- Assisting in maintaining operational statistics and performance indicators

### Plans & Policy Branch

#### **Job Description**

The intern will assist the Operations Department's Plans & Policy Branch by:

- Coordinating international emergency response, including United Nations Disaster Assessment and Coordination (UNDAC) deployments and International Search and Rescue Advisory Group (INSARAG) activities
- Supporting the evaluation of international assistance requests and coordinate SCDF's participation in global emergency response efforts
- Assisting in the development and implementation of Operations Department plans and policies, the review of procedures, policy analysis, and providing support to strategic initiatives to enhance SCDF's operational capabilities

- Supporting international engagement through Exercise ARDEX and multi-national training programmes
- Facilitating partnerships with emergency response organisations
- Assisting in managing bilateral and multilateral cooperation agreements

### **Learning Outcomes**

- 1) Gain exposure to international emergency response coordination, including the planning and execution of multinational deployments, bilateral and multilateral cooperation agreements, and engagement with global emergency response organisations.
- 2) Develop analytical and reporting skills through the analysis of operational data, maintenance of performance indicators, and preparation of briefing materials and reports to support operational decision-making.
- 3) Build experience in policy and procedure development by supporting the review and implementation of SOPs, operational guidelines, and departmental directives to enhance SCDF's operational capabilities.
- 4) Gain practical experience in project management by supporting special projects such as CIMS2, eStaging, and infrastructure development initiatives, including user requirements gathering and systems testing.
- 5) Develop stakeholder coordination and engagement skills by facilitating partnerships, coordinating between departments and external organisations, and supporting the planning and execution of exercises and training programmes.

### **Preferred Area of Study**

All disciplines

# Transformation & Future Technology Department (TFTD)

## Informatics Branch

### Job Description

The intern will be attached to Informatics Branch and:

- Understand the role of Ops-Tech managers to co-project/manage, the development and implementation of technologies that advance new concepts of operations (CONOPS), and/or cut across multiple departments, and/or have high impact till commissioning;
- Understand processes involved in formulating new CONOPS in line with the adoption of new Ops-Tech informatics and digitalised systems;
- Collaborate with key stake holders, Ops-Tech Officers in the Staff Departments/Units to translate informatics operational requirements into Specific Operational Requirements (SORs) and Functional Specifications;
- Work with the technical team, e.g. HTX and DSTA to ensure IB's delivery of Ops-Tech and digitalised informatics that are compliant to Government IM8, policies and circulars from MOF, IMDA, ISD and HTX for SCDF;
- Understand the process of planning and implementing activities and measures for the mainstreaming of new Ops-Tech and digitalisation initiatives with the Staff Departments/Units upon system commissioning, such that the system is successfully and smoothly deployed in SCDF, such as training requirements;
- Assist in delivering SCDF's Mobility Implementation Strategy (MIS), in alignment with strategic requirements for integrated operations management and seamless digital experiences within SCDF, including force-wide deployment of smart devices, asset management, and onboarding to mobility platforms; and
- Assist to explore and assess tech applications, strategic technological partnerships with local and overseas government agencies, research institutions, the academia and industries to drive, mature and develop specific new informatics technologies that are applicable to the SCDF

## Robotics and Platforms Branch

### Job Description

The intern will be attached to Robotics and Platforms Branch and:

- Have the opportunity to learn and support ongoing USV (Unmanned Surface Vehicle) and EV-ER (Electric Vehicle - Extrication Robot) trials.
- Assist the team with trial preparations, data collection, and analysis to help evaluate the effectiveness of these platforms.
- Get hands-on experience working alongside the team, contributing to technical problem-solving and operational improvements.
- Participate in meetings and discussions to understand the broader context of robotics and platforms within SCDF.

## Data Transformation Branch

### Job Description and Requirements

The intern will be attached to the Data Transformation Branch (DTB) and support data analytics initiatives by:

- Working on real-world data analytical projects addressing operational and business problem statements.
- Engaging business case users and stakeholders to understand their objectives, challenges, and the insights they seek from data.
- Translating business questions into data requirements, analytical approaches, and measurable outcomes.
- Performing data preparation, cleaning, and exploratory data analysis using structured and/or unstructured datasets.
- Developing data analyses, dashboards, visualisations, or models to surface trends, patterns, and insights.
- Supporting data-driven decision-making by presenting findings, recommendations, and trade-offs clearly to stakeholders.
- Documenting problem statements, assumptions, methodologies, and results in accordance with public sector documentation standards.
- Iterating solutions based on user feedback and evolving operational needs.
- Supporting ad-hoc data requests and analytical tasks as part of DTB's ongoing initiatives.

Interns will be required to have:

- Background in Data Science, Analytics, Computer Science, Engineering, Information Systems, Mathematics, Statistics, or related disciplines.

- Basic understanding of data analytics concepts, including data cleaning, analysis, and visualisation.
- Familiarity with tools such as Excel, Power BI, Python, R, SQL, or equivalent analytical tools (at least one preferred).
- Ability to think analytically and structure problem statements clearly.
- Good communication skills, with the ability to engage non-technical users and explain insights simply.
- Strong organisational skills and attention to detail.
- Interest in applying data to public sector and operational use cases.

### **Learning Outcomes**

- 1) Apply data analytics techniques to solve real operational and business problems in a government context.
- 2) Demonstrate the ability to translate business questions into analytical solutions.
- 3) Communicate data insights effectively to both technical and non-technical stakeholders.
- 4) Gain practical experience in data-driven decision-making within SCDF.
- 5) Understand public sector considerations such as data sensitivity, governance, and cross-department collaboration.

### **Preferred Area of Study**

Data Science / Analytics, Computer Science / Information Systems, Engineering (with analytics focus), Mathematics / Statistics, Related quantitative disciplines

# Civil Defence Academy (CDA)

## Responder Performance Centre

### Job Description

The intern will be attached to CDA's Responder Performance Centre:

- Assist in day-to-day activities within the Responder Performance Centre such as fitness profiling and research projects that aim to optimise human performance in areas such as strength and conditioning, physiology, biomechanics, and psychology.
- Support the team at the Emergency Responders' Fitness Conditioning and Enhancement Lab (EXCEL) and develop internal publicity materials.

### Learning Outcomes

- 1) Learn practical research application to real-life scenarios
- 2) Develop professional competencies such as critical thinking, problem solving, effective communication and networking
- 3) Gain real-world working experience doing both administrative and operational tasks in a dynamic environment

### Preferred Area of Study

All disciplines