

REQUESTOR'S NAME	Razzanah Qurratuaini	DIVISION	Human Resources
SUBJECT/TITLE	Remove and upload the job vacancies in website		
REQUEST SUBMISSION DATE	17 September 2026	TARGET COMPLETION DATE	22 September 2026

NOTE:

- i. Content for request must be finalised and obtained clearance by/from relevant division/s before request submission.
- ii. Minimum of three (3) working days for target completion date excluding additional changes.

1) Type of Request (*tick where applicable*)

☐ EDM ☐ Newsletter ☒ Website

☐ Others : _____

2) If the request refers to website, kindly provide following information

(a) Please specify which URL/website page you are referring to

[CAREERS | STF Resources](#)

(b) What is your job requirement for this page?

To remove and upload the job vacancies in website

3) If the request is other than website, kindly indicate the task to be completed

4) Contents that need to be uploaded

To remove – HR Business Partner

To upload – 3 vacancies – Technical Lead, Technical Project Manager, Project Support

5) Title for the content (if there's any) : _____

Any attachments? (*tick where applicable*)

☒ Yes ☐ No

Kindly attach other documents to accompany this communication, if any.

HOD/ Supervisor's signature:

Samantha Tan, HR Manager



For STFR use only:

Date & time job request received: _____

Date started: _____

Date completed: _____