

Senior Manager
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=217353>

Downloaded On: May. 9, 2024 12:27pm

Posted Jul. 10, 2023, set to expire Jul. 5, 2024

Job Title Senior Manager

Department Office of the Vice President (Planning)

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 10, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Business & Administration

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498465/senior-manager-office-of-the-vice-president-planning>

Apply By Email

Job Description

Senior Manager, Office of the Vice President (Planning)

Job no: 498465

Department: Office of the VP (Planning)

Contract type: Contract

[Apply now](#)

Senior Manager Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=217353>

Downloaded On: May. 9, 2024 12:27pm

Posted Jul. 10, 2023, set to expire Jul. 5, 2024

The Senior Manager, OVPP will strategize, organise and execute on projects that pertain to workplace transformation, campus development and other strategic institutional initiatives..

Key Responsibilities

- Support the Office of the Vice President (Planning) with management of institutional projects across strategic areas such as long-term visioning, workplace of the future, and organisational development.
- Research, develop strategies and organise initiatives across various portfolios.
- Assist with the monitoring of project budgets and initiatives.
- Develop and coordinate on outreach programmes.
- Manage internal stakeholder interviews and engagement.
- Provide secretariat support for team meetings.
- Manage and coordinate external stakeholders.
- Assist in ad-hoc projects when required.

Job Requirements

- Minimum Bachelor's degree, preferably in Public Administration, Business Management/Administration, Communications, Technology Management, but not necessarily so.
- Preferably with at least 10-12 years of work experience.
- Demonstrates ability in strategic thinking to use experience and/or research in developing future plans aligned with company goals and objectives.
- Evidence of stakeholder management experience in daily work.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Strong demonstration of ability to take and follow up with Notes of Meetings. A Sample of writing must be submitted.
- Interest in topics such as digitalisation, future of work and sustainability a plus.

[Apply now](#)

Advertised: 10 Jul 2023 Singapore Standard Time

Applications close: 09 Aug 2023 Singapore Standard Time

Senior Manager
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=217353>

Downloaded On: May. 9, 2024 12:27pm

Posted Jul. 10, 2023, set to expire Jul. 5, 2024

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore