Manager/ Senior Manager, Applied Research Office
Singapore Institute of Technology

Job Title Manager/ Senior Manager, Applied Research Office

Department Applied Research Office

Institution Singapore Institute of Technology

Singapore, , Singapore

Date Posted Sep. 18, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Research

Job Website https://careers.singaporetech.edu.sg/cw/en/job/498511/manager-senior-manager-applied-research-office

Apply By Email

Job Description

Manager/ Senior Manager, Applied Research Office

Job no: 498511
Department: Applied Research Office
Contract type: Contract
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Reporting to the Assistant Director of the Applied Research Office (ARO), the Manager/Senior Manager holds the responsibility of supporting the division's endeavours in grants management and

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SIT's applied research initiatives.

Key Responsibilities

- Execution of various grant administrative tasks from pre-award to post-award. This includes launching grant calls, conducting administrative checks on proposals, collaborating with grantors, assisting faculty in project execution, monitoring performance, facilitating claims and audits.
- Contribution to providing leadership and strategic direction to the Grants Administration team.
- Assistance in enhancing the framework and governance aspects of grant management, with effective communication to key stakeholders.
- Support in planning and leveraging IT applications to support the applied research efforts of SIT and grant management.
- Collaboration with key stakeholders (i.e. HR, CIT, FIN and Academic staff) to streamline processes and facilitate applied research efforts.
- Participation in day-to-day operations of the division, initiation and implementation of process enhancements, and staff management.
- Compilation and preparation of data for reporting to stakeholders.
- Oversight of ARO KPIs monitoring to support various platforms.
- Other relevant duties and tasks as assigned.

Job Requirements

- A degree in Engineering, Science, Business, or an equivalent field, along with a minimum of 10 years of work experience, including at least 5 years in management and leadership roles.
- Demonstrated leadership skills with a proven track record in project management, change management, and stakeholder engagement.
- Substantial experience in grant management and/or strategy, spanning both organisational and national levels.
- Proficiency in IT frameworks for grant submission, management, and reporting.
- Resourceful and capable of working independently.
- Good communication skills and ability to collaborate effectively with both internal and external stakeholders.

Apply now
Advertised: 18 Sep 2023 Singapore Standard Time
Applications close: 17 Oct 2023 Singapore Standard Time

Contact Information

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

Contact

Singapore