

Assistant Director (Resource Management)
Singapore Institute of Technology

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Posted Oct. 16, 2023, set to expire Jul. 5, 2024

Job Title Assistant Director (Resource Management)
Department Professional Officers
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Oct. 16, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Administration - General

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498532/assistant-director-resource-management>

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Job Description

Assistant Director (Resource Management)

Job no: 498532

Department: Professional Officers

Contract type: Permanent

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At SIT's Professional Officers Division (POD), we bring our rich industry experience and technical skills into the workplace to create a conducive environment where applied learning and innovation take

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place.

Reporting to the Director POD, the incumbent will work with Director POD to oversee the management, monitoring, operation, and optimization of the division's lab resources, including but not limited to the policies and documentation of processes, division workplan, business continuity plans, data analytics and automation of workflows.

Key Responsibilities

- Support Director, POD in the development of strategic initiatives for the division and contribute to the writing of management papers and presentations.
- Coordinate division's workplan in conjunction with Director POD and Team Leads to actively monitor divisional goals to ensure that deliverables and timelines are achieved.
- In-charge of overseeing Assets (Fixed Assets and Low Value Assets (LVA)) Management processes such as new equipment/ software, LVA procurement, maintenance/ repair tracking, software renewal tracking, technology refresh, decommissioning/ disposal, audits & documentation, etc.
- Overseeing procurement of consumables/ services, lab equipment maintenance contract management, lab inventory management, stock take & documentation, etc.
- Initiate self-check and audit process for continuous improvement and to drive divisional excellence.
- Undertake any other duties as assigned by the Director, POD and supervising officer for the effective support of division operations and activities.

Job Requirements

- University Degree, preferably a Bachelor Degree in Business Administration or Computer Science, with relevant working experience in universities or institutes of higher learning.
- Work experience of at least 15 years, with least 8 years in managerial capacity and demonstrates good knowledge and skills in corporate planning, process improvement and resource management.
- Experience in establishing and managing information system, data collection, data mining and using appropriate tools and techniques for analysis will be an advantage.
- Able to effectively communicate with a wide range of individuals in a diverse community and

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possess the confidence to front different parties.

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Advertised: 16 Oct 2023 Singapore Standard Time

Applications close: 18 Mar 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore