

Assistant Manager (Business Development), SITLEARN  
Professional Development  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=219632>

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Posted Aug. 14, 2023, set to expire Jul. 5, 2024

**Job Title** Assistant Manager (Business Development), SITLEARN  
Professional Development

**Department** SITLEARN Professional Development

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Aug. 14, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Human Resources

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498481/assistant-manager-business-development-sitlearn-professional-development>

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**Job Description**

## Assistant Manager (Business Development), SITLEARN Professional Development

**Job no:** 498481

**Department:** SITLEARN Professional Development

**Contract type:** Contract

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SITLEARN Professional Development is the Singapore Institute of Technology's lifelong learning division. SITLEARN Professional Development caters to working adults who are keen to upgrade their skills and offers multiple pathways for individuals to gain access to higher education learning.

Building on SIT's reputation as the pioneer of the applied pathway model for Autonomous Universities in Singapore, SITLEARN Professional Development's courses and programmes emphasise the integration of theory with hands-on application, and are delivered by SIT faculty, thought leaders and supported by industry experts.

We are seeking an Assistant Manager (Business Development) to join our dynamic team and create an impact on the ever-changing Continuing Education & Training (CET) landscape.

The candidate will work closely with dynamic team members in the department in areas not limiting to end-to-end client and business development activities and SkillsFuture initiatives.

### **Responsibilities**

- Support the team to bring Continuing Education & Training (CET)/SkillsFuture programmes from idea to fruition. Support client, process related and developmental projects
- Assist in assessing industry needs, competitive landscape and developing new programmes that meets market demand
- Assist to engage clients in preliminary needs assessment, proposal development, contract negotiations, legal documentations and post-programme evaluation in ensuring that client needs and expectations are met
- Assist to develop and manage partnerships (e.g. MOUs) with internal & external stakeholders such as industry partners, funding agencies, public sector agencies and Institutes of Higher Learning
- Assist to cross-promote and recruit participants for Open Programs
- Assist to support faculty to develop high quality programme presentations, proposals till implementation
- Ensure oversight of the quality of program delivery and manage post-programme debrief together with faculty in ensuring that client needs and expectations are met
- Develop contact reports, database of clients and visibility of all client opportunities and progress
- Monitor outcomes, track progress and prepare reports of the CET Programmes/SkillsFuture initiatives for management

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**Requirements:**

- Bachelor's degree or Diploma
- Minimum 5 years' work experience in lifelong learning and CET client & partner development
- Intermediate to Advanced skills in Microsoft Word, Excel, and PowerPoint
- Basic understanding of financial models and procurement processes, including familiarity with various sources of funding from government agencies for CET/SkillsFuture programmes
- Strong written and verbal communication skills
- People-centric and good interpersonal skills
- Able to work independently and as part of a team
- Self-driven, resourceful, and committed individual

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**Advertised:** 14 Aug 2023 Singapore Standard Time

**Applications close:** 30 Sep 2023 Singapore Standard Time

**Contact Information**

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

**Contact**

Singapore