

Manager, Office of the Vice President (Planning)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227292>

Downloaded On: Jul. 3, 2024 3:39am

Posted Dec. 12, 2023, set to expire Jul. 5, 2024

**Job Title** Manager, Office of the Vice President (Planning)  
**Department** Office of the VP (Planning)  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Dec. 12, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Academic Unit

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498573/manager-office-of-the-vice-president-planning>

**Apply By Email**

**Job Description**

## Manager, Office of the Vice President (Planning)

**Job no:** 498573

**Department:** Office of the VP (Planning)

**Contract type:** Contract

[Apply now](#)

## Manager, Office of the Vice President (Planning) Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227292>

Downloaded On: Jul. 3, 2024 3:39am

Posted Dec. 12, 2023, set to expire Jul. 5, 2024

The Manager, Office of the Vice President (Planning) will strategize, organise and execute 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 6 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:** 12 Dec 2023 Singapore Standard Time

**Applications close:** 11 Jan 2024 Singapore Standard Time

Manager, Office of the Vice President (Planning)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227292>

Downloaded On: Jul. 3, 2024 3:39am

Posted Dec. 12, 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