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

Job Title	Senior Manager/ Assistant Director, Applied Research Office
Department	Applied Research Office
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498697/senior-manager-assistant-director-applied-research-office
Apply By Email	
Job Description	

Senior Manager/ Assistant Director, Applied Research Office

Job no: 498697
Department: Applied Research Office
Contract type: Contract
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Reporting to the Director of the Applied Research Office (ARO), the Senior Manager/ Assistant Director

holds the responsibility of supporting the division's endeavours in grants management and SIT's applied research initiatives.

Key Responsibilities

- Provide support in leadership and strategic guidance to the Grants Administration team
- Enhance the grant management framework, governance, and administrative processes to support Applied Research, ensuring key stakeholders (e.g. Academic staff, Human Resources, Finance, CIT) are kept informed of changes
- Plan and leverage on IT applications to support the applied research efforts of SIT and grant management
- Support the daily management of the division, spearhead process enhancements, and oversee staff management
- Oversee the performance management of the Applied Research Office to ensure all KPIs related to applied research are accurately recorded in the respective databases. This includes aligning KPIs across various reporting levels (e.g. internal reporting at IRC, BOT, annual report and external KPIs)
- Other relevant duties and tasks as assigned

Job Requirements

- A degree in Engineering, Science, Business, or an equivalent field, along with a minimum of 15 years of work experience, including at least 10 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
- Good interpersonal, communication and organisational skills. Ability to collaborate effectively with both internal and external stakeholders is a must
- Resourceful and capable of working independently
- Proficiency in Microsoft Office applications

Apply now
Advertised: 03 Jun 2024 Singapore Standard Time
Applications close: 01 Jul 2024 Singapore Standard Time

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Contact Information

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

Contact

Singapore