

Assistant Director, Applied Research Office
Singapore Institute of Technology

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Posted Jul. 31, 2024, set to expire Jul. 5, 2025

Job Title Assistant Director, Applied Research Office
Department Applied Research Office
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 31, 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/498735/assistant-director-applied-research-office>

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Job Description

Assistant Director, Applied Research Office

Job no: 498735

Department: Applied Research Office

Contract type: Permanent

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Reporting to the Director of the Applied Research Office, the candidate shall support the Division's efforts in institutional research compliance, governance, and integrity. It involves formulating and

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implementing research governance policies and processes in consultation with relevant key stakeholders and planning research resources for effective research delivery.

Key Responsibilities

- Develop, Implement, and review research governance frameworks, policies, and procedures to ensure robust research governance and provide secretariat support to the Research Integrity Committee.
- Coordinate divisional record management and support institutional data protection measures.
- Governance of research resources through implementing guidelines and processes for managing research space, manpower, and assets to support efficient and sustainable research delivery.
- Oversee Division's budget planning and utilisation to ensure financial efficiency and accountability.
- Any other divisional activities and/or University level initiatives.

Job Requirements

- Good University Degree.
- Minimum five years of relevant work experience in research compliance and/or administration or skill sets in the related areas.
- Good planning and organisational skills.
- Excellent verbal, written, and interpersonal communication skills.

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Advertised: 31 Jul 2024 Singapore Standard Time

Applications close: 31 Aug 2024 Singapore Standard Time

Contact Information

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

Contact

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