Senior Manager / Assistant Director, Applied Research
Office (Research Integrity & Resource Planning)
Singapore Institute of Technology

Direct Link: https://www.AcademicKeys.com/r?job=242617
Downloaded On: Aug. 15, 2024 8:23am
Posted Aug. 2, 2024, set to expire Jul. 5, 2025

Job Title	Senior Manager / Assistant Director, Applied Research Office (Research Integrity & Resource Planning)
Department	Applied Research Office
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Aug. 2, 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/senior-manager-assistant-director-applied-research-office-research-integrity-resource-planning
Apply By Email	
Job Description	

Senior Manager / Assistant Director, Applied Research Office (Research Integrity & Resource Planning)

Job no: 498735
Department: Applied Research Office
Contract type: Permanent
Apply now

Senior Manager / Assistant Director, Applied Research Office (Research Integrity & Resource Planning)
Singapore Institute of Technology

Direct Link: https://www.AcademicKeys.com/r?job=242617
Downloaded On: Aug. 15, 2024 8:23am
Posted Aug. 2, 2024, set to expire Jul. 5, 2025

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 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.

Apply now
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.

Senior Manager / Assistant Director, Applied Research Office (Research Integrity & Resource Planning)
Singapore Institute of Technology

Contact

Singapore