

Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=246183>

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Posted Oct. 1, 2024, set to expire Jul. 5, 2025

**Job Title** Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)

**Department** Centre for Digital Enablement

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

**Date Posted** Oct. 1, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498783/senior-manager-centre-for-digital-enablement-digital-skills-and-competencies>

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**Job Description**

## Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)

**Job no:** 498783

**Department:** Centre for Digital Enablement

**Contract type:** Contract

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The Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies) will play a key role in the Centre's mission to enhance digital literacy and develop digital competencies of students and academic staff. He/She will provide support for module-related operational activities and division-related administration.

**Roles and Responsibilities:**

- Module coordinator for university modules:
  - Coordinate with internal curriculum team and relevant stakeholders on new learning content or content updates for the module, and making available the content on the learning management system.
  - Oversee the engagement and management of the external validation committee adjuncts and student assessors to support the module.
  - Perform entry of marks at the end of each trimester.
  - Communicate with Programme Leaders and administrative staff on matters relating to the module (such as end of trimester completion progress, workshops, enrolment matters etc.)
  - Work closely with administrative staff to track students' completion progress, address students' queries, plan for workshop and consultation schedules etc.
  - Review existing operation processes and make changes, if necessary, to improve the overall flow of operations.
- Oversee the administration for the digital skills programme for academic staff and students, such as tracking the completion progress, enrolment into the learning management system and answering queries.
- Oversee the planning and execution of an annual key event that promotes digital literacy awareness and learning.
- Assist the Director on the recruitment for headcounts under Digital Skills and Competencies.
- Serve as Reporting Officer for the Assistant Manager(s) or other staff assigned under Digital Skills and Competencies.
- Support the management of the division's budget, including budget planning and tracking division expenditure.
- Ensure adherence to relevant operating policies, systems and practices.
- Any other matters as directed by the Director of the Centre for Digital Enablement.

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**Advertised:** 01 Oct 2024 Singapore Standard Time

**Applications close:**

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31 Dec 2024 Singapore Standard Time

**Contact Information**

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

**Contact**

Singapore