

Assistant Manager / Senior Assistant Manager, CET  
(Digital Systems and Transformation)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=251524>

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Posted Jan. 13, 2025, set to expire Jul. 5, 2025

**Job Title** Assistant Manager / Senior Assistant Manager, CET (Digital Systems and Transformation)

**Department**

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

**Date Posted** Jan. 13, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Computing/Informational Services

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498834/assistant-manager-senior-assistant-manager-cet-digital-systems-and-transformation>

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**Job Description**

## Assistant Manager / Senior Assistant Manager, CET (Digital Systems and Transformation)

**Job no:** 498834

**Department:** SITLEARN

**Contract type:** Contract

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As SIT's lifelong learning champion, SITLEARN offers stackable and standalone Continuous Education and Training (CET) courses to working adults of all ages who are keen to upskill or reskill to gain new skills and knowledge that can be applied in their current workplace, or into a new industry that they aspire to transit towards. Our existing Training Management System (TMS) manages learners' registration of CET courses. As we expand our CET offerings, we aim to further digitise/automate our operations and enhance our system.

If you wish to be challenged to contribute towards our next bound of CET journey, we welcome you to apply for the position of **Assistant Manager / Senior Assistant Manager**, CET (Digital Systems and Transformation) to work on IT projects involving automation and digitalization to improve productivity.

**Key Responsibilities:**

- Assist to enhance existing TMS for better UX/UI (User Experience/ User Interface) with TP Gateway operations with the Grantor.
- Assist on projects involving technology to better automate existing processes, e.g. issue digital cert via OPENCERT platform, Robotic Process Automation (RPA), etc.
- To explore and use newer technologies and tools to enhance on existing workflows and processes.
- To collaborate with Project Management Team to track, manage and resolve issues arising from the TMS.
- To support any other administrative duties or projects as required (e.g. data-entry, collate and analyse data for management reports and/or presentations etc).

**Requirements:**

- Tertiary qualification in Computer Science, Infocomm Technology, Computer or Electronics Engineering or related subject area.
- 3 to 5 years of relevant work experience in a similar role or supporting business IT systems is preferred.
- Participated in digital transformation projects as a business user, providing requirements and analysis through a UX mindset, working with IT vendors, and testing of final product or services.
- Ability to identify opportunities for digital innovation and drive the implementation of digital

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solutions.

- Good analytical, conceptualisation, problem-solving and critical-thinking skills to assess the impact of digital initiatives and optimise processes.
- Good understanding of digital technologies and their application in business processes is a plus.
- Good written and oral communication, and interpersonal skills.
- Good team player with a driven and motivated personality with an inquisitive mind.
- Comfortable working in a fast-paced, busy, and demanding environment while working under pressure and meeting deadlines.
- A passion for enhancing user experience and improving productivity through digital solutions.
- Experience with technologies such as Robotic Process Automation (RPA), digital certification platforms like OpenCerts, and other tools (UiPath, MS PowerBI, MS PowerAutomate, MS SharePoint, MS Dynamics and Salesforce) is a plus.
- Familiarity with Agile Project Methodology and experience in collaborating with multiple stakeholders and executing process improvement projects is a plus.

We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies.

The successful candidate may be offered a 3-year or 1-year contract with a view of renewal depending on relevant professional experience in the CET space.

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**Advertised:** 13 Jan 2025 Singapore Standard Time

**Applications close:** 28 Feb 2025 Singapore Standard Time

### Contact Information

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

### Contact

Singapore



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