Manager, Office of the Provost
Singapore Institute of Technology

Job Title	Manager, Office of the Provost
Department	Office of the Provost
Institution	Singapore Institute of Technology
	Singapore, , Singapore
Date Posted	May 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - General
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498932/manager-office-of-the-provost
Apply By Email	
Job Description	

Manager, Office of the Provost

Job no: 498932
Department: Office of the Provost
Contract type: Contract
Apply now

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You will be part of a dynamic team that supports the planning, coordination and implementation of academic-related initiatives within the Academic Group. Your role will contribute to strategic and operational efforts that enhance academic excellence, policy coherence, and staff engagement.

Key Responsibilities

1. Support the development of key strategies and initiatives within the Academic Group in areas such as continuing education and sustainability.
2. Review and develop academic and administrative policies, processes, and systems within the Academic Group.
3. Provide secretarial support for key committees and support the chair of the committees in advancing strategic objectives.
4. Manage information sharing platforms and related guidelines for effective communications within the Academic Group.
5. Coordinate the planning of resources to meet academic requirements.
6. Organise events for communication and engagement of staff.
7. Report institutional academic related matters to internal and external stakeholders.
8. Any other duties as assigned.

Job Requirements

- Recognised university degree.
- Prior experience in project management, policy and process review, and management reporting will be an advantage.
- Familiarity with Singapore's higher education landscape will be an advantage.
- Strong analytical, critical thinking, and problem-solving skills.
- Strong writing and documentation skills.
- Effective interpersonal and communication skills, with the ability to engage internal and external stakeholders at all levels.
- Ability to multitask and deliver until tight deadlines.

Apply now
Advertised: 15 May 2025 Singapore Standard Time
Applications close: 14 Jun 2025 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