

Manager, Digital Transformation Office  
Singapore Institute of Technology

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Posted Jun. 10, 2025, set to expire Oct. 10, 2025

**Job Title** Manager, Digital Transformation Office  
**Department** Digital Transformation Office  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jun. 10, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

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

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498949/manager-digital-transformation-office>

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**Job Description**

## Manager, Digital Transformation Office

**Job no:** 498949

**Department:** Digital Transformation Office

**Contract type:** Contract

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Digital transformation requires an enterprise-wide change management. The job role is responsible for executing and supporting change management projects and plans for SIT's business transformation

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powered by digital technologies through DTO. This role focuses on supporting and operationalizing adoption of changes by engaging stakeholders and staff, communicating effectively, and providing the necessary support for SIT digital initiatives.

Reporting to Director, Change Management, DTO, the incumbent is responsible for the following :

**Job Responsibilities:**

**Communication & Engagement Support:**

- Draft and edit various communication and training materials (e.g., emails, Infographics, articles, presentations, FAQs) ensuring clarity, consistency, and alignment with the overall change management and communication strategy.
- Organise communication activities, including scheduling meetings, distributing messages, and managing feedback channels.
- Support the organization of stakeholder engagement events (e.g., town halls, workshops, focus groups).
- Maintain and update change-related content on internal communication platforms (e.g., intranet, collaboration tools).

**Divisional Secretariat Support**

- Organise regular meetings with stakeholders including preparation of presentation decks, minutes taking and progress tracking of initiatives/ projects using dashboard.
- Oversee the operational needs of DTO including budgeting, work planning BCM Coordination, putting up PO/ PR for DTO projects with follow through ITQ/ ITT.

**Requirements**

- Bachelor's Degree in Business, Information Technology, or a related field with good experience in project management with at least 10 years of working experience.
- Excellent verbal and written communication abilities, with the capacity to document accurate notes of meeting and processes.
- Strong knowledge in Microsoft office applications such as powerpoint and excel
- Good interpersonal skills and support multiple stakeholders in collaborating with cross functional teams.
- Strong understanding of digital technologies, such as AI adoption is essential.
- Good team player with the ability to navigate complex and dynamic environments to achieve

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positive outcomes

- Strong project management skills, with experience coordinating cross-functional teams and external providers
- Ability to work independently and under pressure, managing multiple priorities effectively

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**Advertised:** 10 Jun 2025 Singapore Standard Time

**Applications close:** 15 Jul 2025 Singapore Standard Time

### Contact Information

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

### Contact

Singapore