

Senior / Manager, SITLEARN
Singapore Institute of Technology

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Posted Jul. 10, 2025, set to expire Jul. 5, 2026

Job Title Senior / Manager, SITLEARN
Department SITLEARN
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 10, 2025

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/498965/senior-manager-sitlearn>

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Job Description

Senior / Manager, SITLEARN

Job no: 498965

Department: SITLEARN

Contract type: Contract

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The **Senior/ Manager** plays a dual-role in supporting digital transformation and strengthening grants governance within the Continuing Education and Training (CET) division. The role oversees Training

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Management systems while also deputising in grants management, ensuring financial compliance, audit readiness, and process optimisation. The Senior Manager will supervise staff, coordinate with internal/external stakeholders and vendors, and help shape SITLEARN's digital and financial governance roadmap in alignment with SIT's strategic goals.

Key Responsibilities

Digital Systems and Transformation

- Oversee daily operations, support, and optimisation of CET+ (Training Management System) and SITConnects (CRM/SMS platform).
- Lead UAT efforts, manage system enhancements, and support change management for internal teams.
- Identify opportunities for digital transformation and automate workflows using tools like PowerAutomate, FormSG, and OpenCerts.
- Collaborate with Campus IT (CIT), Digital Transformation Office (DTO), and vendors on system performance, KPIs, and enhancement roadmaps.
- Ensure alignment with SIT's digital strategy, system compliance with PDPA, and SkillsFuture requirements.

2. Grants Governance and Financial Compliance

- Oversee grants-related operations including claims submission, utilisation tracking, and reconciliation with Finance.
- Ensure audit readiness through timely documentation, accurate reporting, and sound data governance practices.
- Analyse CET funding data, identify trends or anomalies, and propose rectification strategies.
- Engage internal and external stakeholders (e.g., SSG, Finance, auditors) to ensure compliance with grant policies and institutional requirements.
- Contribute to the review, refinement, and implementation of grants-related SOPs and digital grant disbursement processes.

3. Process Governance and Change Enablement

- Drive harmonisation of cross-branch processes and promote end-to-end process clarity and efficiency.

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- Translate policy and regulatory changes into digital and operational workflows.
- Maintain data access control across platforms and support PDPA and audit compliance.

Requirements

- At least 8 years of relevant experience in system implementation, grants governance, digital transformation, or financial compliance.
- Strong understanding of CET/grant schemes (e.g., SkillsFuture), training subsidies, or MOE/SSG reporting is preferred.
- Hands-on experience with enterprise platforms (CRM, TMS, LMS) and tools (PowerAutomate, FormSG, SharePoint, OpenCerts).
- Familiarity with audits, PDPA compliance, and funding agreements.
- Excellent stakeholder management and communication skills across technical and non-technical audiences.
- Strong analytical, process reengineering, and problem-solving capabilities.
- Team-oriented with a strong sense of responsibility and initiative.

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

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Advertised: 10 Jul 2025 Singapore Standard Time

Applications close: 31 Oct 2025 Singapore Standard Time

Contact Information

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

Contact

Singapore