Senior / Manager, SITLEARN
Singapore Institute of Technology

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
Apply By Email	
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

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