

Manager, SITLearn - National Centre of Excellence for  
Workplace Learning  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=215295>

Downloaded On: May. 11, 2024 8:41pm

Posted Jun. 15, 2023, set to expire Jul. 5, 2024

**Job Title** Manager, SITLearn - National Centre of Excellence for  
Workplace Learning

**Department** National Centre of Excellence for Workplace Learning

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

**Date Posted** Jun. 15, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Other Administrative Departments  
Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498443/manager-sitlearn-national-centre-of-excellence-for-workplace-learning>

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**Job Description**

## Manager, SITLearn - National Centre of Excellence for Workplace Learning

**Job no:** 498443

**Department:** National Centre of Excellence for Workplace Learning

**Contract type:** Contract

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The National Centre of Excellence for Workplace Learning (NACE@SIT) is the first workplace learning centre set up in an Autonomous University. Supported by SkillsFuture Singapore (SSG), we are here to help organisations, especially SMEs, build workplace competencies. Employees will learn new capabilities in their work environment and be better equipped to respond effectively to a rapidly changing economic environment.

Based in SIT@Dover, we are looking for an experienced and highly-motivated individual in the management and administrative support to workplace learning programme, which includes but not limited to grant claims, audit support, operation management, processes and controls.

### **Key Responsibilities**

- Work with relevant internal and external stakeholders to support the implementation and delivery of workplace learning programme.
- Manage and document workplace learning projects in accordance with specified requirements.
- Monitor and ensure accuracy in grant claims with timely submissions to relevant stakeholders.
- Uphold good data management practices by ensuring accurate and up-to-date records in SharePoint.
- Collate, track and prepare data for purposes to support auditing and reporting to relevant internal and external stakeholders.
- Support ad-hoc division and organisation-wide initiatives and projects when required.

### **Job Requirements:**

- At least 5 years of relevant experience.
- Good written and verbal communication and interpersonal skills with the ability to build strong working relationships at all levels and across divisions.
- Resourceful, with problem-solving, analytical and influencing skills.
- Proven ability to multi-task, with strong planning and organising skills.
- Able to take a hands-on approach and manage day-to-day operations independently.
- Meticulous, comfortable with numbers and good attention to details.
- Proficient in MS Office applications (Excel, Outlook, Powerpoint, Word, etc).
- Experience with advanced MS Office applications (eg, Sharepoint, Forms, PowerBI) and RPA would be an advantage.

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- Tertiary qualification in any discipline.

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.

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**Advertised:** 15 Jun 2023 Singapore Standard Time

**Applications close:** 31 Aug 2023 Singapore Standard Time

### Contact Information

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

### Contact

Singapore