

Senior Manager
Singapore Institute of Technology

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Posted Jul. 10, 2023, set to expire Jul. 5, 2024

Job Title Senior Manager

Department Office of the Vice President (Planning)

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 10, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Business & Administration

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498465/senior-manager-office-of-the-vice-president-planning>

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Job Description

Senior Manager, Office of the Vice President (Planning)

Job no: 498465

Department: Office of the VP (Planning)

Contract type: Contract

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The Senior Manager, OVPP will strategize, organise and execute on projects that pertain to workplace transformation, campus development and other strategic institutional initiatives..

Key Responsibilities

- Support the Office of the Vice President (Planning) with management of institutional projects across strategic areas such as long-term visioning, workplace of the future, and organisational development.
- Research, develop strategies and organise initiatives across various portfolios.
- Assist with the monitoring of project budgets and initiatives.
- Develop and coordinate on outreach programmes.
- Manage internal stakeholder interviews and engagement.
- Provide secretariat support for team meetings.
- Manage and coordinate external stakeholders.
- Assist in ad-hoc projects when required.

Job Requirements

- Minimum Bachelor's degree, preferably in Public Administration, Business Management/Administration, Communications, Technology Management, but not necessarily so.
- Preferably with at least 10-12 years of work experience.
- Demonstrates ability in strategic thinking to use experience and/or research in developing future plans aligned with company goals and objectives.
- Evidence of stakeholder management experience in daily work.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Strong demonstration of ability to take and follow up with Notes of Meetings. A Sample of writing must be submitted.
- Interest in topics such as digitalisation, future of work and sustainability a plus.

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Advertised: 10 Jul 2023 Singapore Standard Time

Applications close: 09 Aug 2023 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