

Assistant Manager, Digital Transformation Office (Data
Governance and Protection)
Singapore Institute of Technology

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

Job Title Assistant Manager, Digital Transformation Office (Data
Governance and Protection)

Department Office of the President

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Sep. 15, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Computing/Informational Services

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498510/assistant-manager-digital-transformation-office-data-governance-and-protection>

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Job Description

Assistant Manager, Digital Transformation Office (Data Governance and Protection)

Job no: 498510

Department: Office of the President

Contract type: Contract

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The Assistant Manager of Data Governance supports the implementation of data governance and protection initiatives within the organisation. He/She collaborates with cross-functional teams to help establish data governance policies, standards, and procedures.

Job Responsibilities:

Reporting to Director (Data Governance and Protection), your responsibilities are to :

- Assist in the development and implementation of a robust data governance framework, including policies, standards, and guidelines to ensure data quality and compliance.
- Collaborate with data stewards across different business units to define data ownership, responsibilities, and accountability for data quality and integrity.
- Assist in ensuring data governance practices align with data privacy regulations (e.g. PDPA).
- Support the development and delivery of data governance training programs for employees to raise awareness and understanding of data governance principles.
- Work with relevant stakeholders to communicate the organisation's personal data protection policies to stakeholders.
- Plan and maintain a good filing system and management of digital documents and contents in the sharing platform provided.
- Provide other administrative support which includes managing meeting logistics, general correspondences, enquiries
- Participate in any other ad hoc projects and committees as assigned from time to time.

Requirements

- Bachelor's Degree in a relevant field (e.g. Computer Science, Information Management).
- Basic understanding of data governance principles.
- Experience in data management, data governance, or related roles is a plus.
- Good interpersonal and communication skills.
- Meticulous, self-driven, able to work independently and as a team.

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Advertised: 15 Sep 2023 Singapore Standard Time

Applications close: 14 Oct 2023 Singapore Standard Time

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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