

Senior Executive/Assistant Manager, SITLEARN PD  
(Operations & Programme Management)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=224743>

Downloaded On: May. 9, 2024 7:51am

Posted Oct. 31, 2023, set to expire Jul. 5, 2024

**Job Title** Senior Executive/Assistant Manager, SITLEARN PD  
(Operations & Programme Management)

**Department** SITLEARN Professional Development

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

**Date Posted** Oct. 31, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director  
Senior Executive Officer

**Academic Field(s)** Administration - General

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498543/senior-executiveassistant-manager-sitlearn-pd-operations-programme-management>

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**Job Description**

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**Job no:** 498543

**Department:** SITLEARN Professional Development

**Contract type:** Contract

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As SIT's lifelong learning champion, SITLEARN Professional Development offers stackable and standalone Continuing Education and Training (CET) courses to working adults of all ages who are keen to upskill or reskill to gain new skills and knowledge that can be applied in their current workplace, or in a new industry that mid-careerists aspire to transit towards. Our courses, infused with applied learning elements, are developed in consultation with industry and professional bodies to ensure relevance to the workforce.

In the next bound of SkillsFuture, it is expected that local universities will become "Institutes of Continuous Learning". Our division is therefore expanding the diversity of our CET course offerings. We have a team of highly trained staff who support the division in end-to-end planning and administration of CET courses.

If you like to be challenged to organise CET courses for adult learners and be involved in a social mission to enable them up-skill or re-skill, you are welcome to apply for the post of Senior Executive/Assistant Manager, SITLEARN PD (Operations & Programme Management).

### **Key Responsibilities**

- Organise end-to-end CET courses that include securing precious resources such as meeting venues, facilities, meals, course materials, and engaging adult learners on registration matters and their queries, while preparing course logistics with vendors to have a good seamless course administration experience for both yourself and course participants. You will also be engaging the adult learners to elicit their feedback on the course, and prepare digitized certificates for the learners who completed the course.
- Handle multiple courses of different modalities such as in-person or synchronous e-learning or both to stretch your skills in programme management.
- Administer, collate and analyse programme evaluation and preparing data for reporting to make courses better.
- Plan and organise events/roadshows/presentations to outreach adult learners on Lifelong

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### Job Requirements

- Academic background with a degree or a diploma (with at least four years of relevant experience);
- Experience with administration support and/or programme management. If you are well-armed with experience dealing with complex logistical events and courses management, it would be advantageous.
- You do not mind handling and planning complex logistical events and courses, but instead have the desire to overcome the challenges of multitasking to organise complex events with stakeholders.
- You are customer oriented and agree that a positive, pro-active, professional work attitude can bring you joy even while working under multiple timelines.
- You are organised and meticulous with a keen eye for details and any missing information.
- You like to engage stakeholders like a true partner, with good communication techniques to enable your work to be accomplished successfully.
- Familiarity with Microsoft Office tools such as Outlook, Word, Excel, Powerpoint, and meeting tools such as ZOOM.

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 in the CET space.

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**Advertised:** 31 Oct 2023 Singapore Standard Time

**Applications close:** 31 Mar 2024 Singapore Standard Time

### Contact Information

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

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**Contact**

Singapore