

Manager, Office of the Vice President (Planning)  
Singapore Institute of Technology

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Posted Dec. 12, 2023, set to expire Jul. 5, 2024

**Job Title** Manager, Office of the Vice President (Planning)  
**Department** Office of the VP (Planning)  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Dec. 12, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

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

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498573/manager-office-of-the-vice-president-planning>

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**Job Description**

## Manager, Office of the Vice President (Planning)

**Job no:** 498573

**Department:** Office of the VP (Planning)

**Contract type:** Contract

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The Manager, Office of the Vice President (Planning) will strategize, organise and execute 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 6 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:** 12 Dec 2023 Singapore Standard Time

**Applications close:** 11 Jan 2024 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