

Assistant Manager/ Senior Assistant Manager (Business Development), SITLEARN Professional Development  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=228361>

Downloaded On: May. 13, 2024 4:37am

Posted Jan. 4, 2024, set to expire Jul. 5, 2024

**Job Title** Assistant Manager/ Senior Assistant Manager (Business Development), SITLEARN Professional Development

**Department**

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

**Date Posted** Jan. 4, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498583/assistant-manager-senior-assistant-manager-business-development-sitlearn-professional-development>

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**Job Description**

## Assistant Manager/ Senior Assistant Manager (Business Development), SITLEARN Professional Development

**Job no:** 498583

**Department:** SITLEARN Professional Development

**Contract type:** Contract

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SITLEARN Professional Development is the Singapore Institute of Technology's lifelong learning division. SITLEARN Professional Development caters to working adults who are keen to upgrade their skills and offers multiple pathways for individuals to gain access to higher education learning.

Building on SIT's reputation as the pioneer of the applied pathway model for Autonomous Universities in Singapore, SITLEARN Professional Development's courses and programmes emphasise the integration of theory with hands-on application and are delivered by SIT faculty and thought leaders, and supported by industry experts.

Our division is expanding, and we are seeking an Assistant Manager / Senior Assistant Manager (Business Development) to join our dynamic team.

The Assistant Manager / Senior Assistant Manager (Business Development), reporting to the Head of Business Development, will support the Business Development group in strategic outreach and SkillsFuture initiatives.

### **Responsibilities**

- Bring Continuing Education & Training (CET)/SkillsFuture courses and projects from idea to fruition.
- Identify trends, new partnership opportunities, and work closely with Industry partners, process-related and developmental projects, and initiatives.
- Work closely with academic staff(s), and industry partners, maintain client/account management, and ensure visibility of all business development opportunities & progress including revenue projections.
- Develop and manage partnerships (e.g. Collaboration Agreements) with internal & external stakeholders such as funding agencies, public sector agencies, and Institutes of Higher Learning.
- Work closely with internal stakeholders on marketing, outreach activities, and downstream administration.
- Budget management - Prepare and manage budget sheets for new projects, ensuring cost-effectiveness.
- Preparation and collation of presentations and regular reports for management on business development activities.
- Other duties as assigned to achieve organisational goals.

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**Requirements:**

- Bachelor's degree or Diploma.
- Relevant experience in business development and/or industry partnerships (at least 3 years).
- Experience in the CET sector with exposure to Engineering sector will be an advantage.
- Intermediate to Advanced skills in Microsoft Word, Excel, and PowerPoint.
- Strong written and verbal communication skills.
- People-centric and good interpersonal skills.
- Able to work independently and as part of a team.
- Self-driven, resourceful, and committed individual.

The successful candidate will be offered a 2-year contract with a view to renewal.

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**Advertised:** 28 Dec 2023 Singapore Standard Time

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

**Contact Information**

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

**Contact**

Singapore