Manager/Senior Manager, Office of the Provost
Singapore Institute of Technology

Job Title	Manager/Senior Manager, Office of the Provost
Department	Office of the Provost
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Jan. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Senior Administration
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498589/managersenior-manager-office-of-the-provost
Apply By Email	
Job Description	

Manager/Senior Manager, Office of the Provost

Job no: 498589
Department: Office of the Provost
Contract type: Contract
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Singapore Institute of Technology

You will be part of the team that supports the management in the Office of the Provost in the planning, coordinating and implementing of academic related activities of the Academic Group.

Key Responsibilities

- Support the development of key strategies and initiatives within the Academic Group such as continuing education and sustainability.
- Develop and review academic and administrative policies, processes and systems of the Academic Group.
- Develop and administer information sharing platforms e.g., SharePoint and related guidelines for effective communications within the Academic Group.
- Coordinate the planning of resources to meet academic programme requirements.
- Provide secretarial support for key committees and support the chair of the committees in driving strategies through the committees.
- Organise events for communication and engagement of staff.
- Staff and prepare presentation materials for internal and external meetings.
- Report institutional academic related matters to internal and external stakeholders.
- Any other duties as assigned.

Job Requirements

- Good University Degree.
- Proven track record with experience in areas such as project management, policy and process review as well as management reporting.
- Prior experience and understanding of education industry and Singapore government policy-making would be a distinct advantage.
- Good analytical and problem-solving skills.
- Good interpersonal skills and communication skills, and able to work well with people at all levels.
- Ability to multi-task well and work within tight deadlines.

Apply now
Advertised: 08 Jan 2024 Singapore Standard Time
Applications close: 31 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