

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

Direct Link: <https://www.AcademicKeys.com/r?job=234789>

Downloaded On: May. 17, 2024 3:39pm

Posted Apr. 17, 2024, set to expire Aug. 17, 2024

**Job Title** Manager/Senior Manager, Office of the Provost

**Department** Office of the Provost

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

**Date Posted** Apr. 17, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

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

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498643/managersenior-manager-office-of-the-provost>

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**Job Description**

## Manager/Senior Manager, Office of the Provost

**Job no:** 498643

**Department:** Office of the Provost

**Contract type:** Contract

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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.
- Provide secretarial support for key committees and support the chair of the committees in driving strategies through the committees.
- 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 requirements.
- Organise events for communication and engagement of staff.
- 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 Singapore higher education landscape 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

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**Advertised:** 17 Apr 2024 Singapore Standard Time

**Applications close:** 31 May 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