Job Title

Senior IT Executive (Institution Business Analyst)

About ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established on 20 April 2020 to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS's vision is to be the national and regional Centre of Excellence for discovery, process development and manufacturing of cellular-based therapeutics across the broad spectrum of immunotherapy and regenerative medicine, encompassing both investigational and approval products for the local market. ACTRIS aims to achieve accreditation from national and international regulators to ensure quality compliance of resource-efficient cellular therapy manufacturing. Our common goal is to promote and foster the entire value of chain of cellular therapy ecosystem through enabling translational research and development, manufacturing, clinical service provision, and commercialisation by serving the healthcare, academic and industrial sectors. ACTRIS will also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

Job Description

As an Institution Business Analyst, your role will be to support the facilities under the cluster in strategic planning, integration, data analytics and developing new innovations in enabling technology to support hospital operations with people management.

The duties and responsibilities include:

- Conduct user requirement analysis for the design, definition, development, implementation and enhancement of new or existing IT projects/systems.
- Liaise closely with business users, evaluate procedures and develop flow diagrams, use cases, as well as translating business functional requirements to technical requirements.
- Liaise closely with vendors in project implementation, integration, testing, application patches and upgrades, ICT-related security management, in accordance with project methodologies and ICT policies.
- Be involved in various stages of the SDLC, and providing any application support, troubleshooting or liaison.
- Be involved in evaluation of potential IT solutions and provide recommendations to resolve business problems.
- Plan and coordinate end-user training for any IT system implementations or enhancements.
- Build good rapport and support the ACTRIS team in any application or its maintenance related tasks.
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Restricted, Non-Sensitive

Consortium for Clinical Research and Innovation, Singapore Pte Ltd (Reg No: 200812355Z)
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Requirements:
- Bachelor's Degree in Information Systems, Computer Science, Computer Engineering or IT equivalent.
- Required at least 2-3 years of experience in performing system analysis, in the healthcare industry related to operations or supply chain.
- Required at least 1-2 years of hands-on experience in project, user and vendor management.
- Experience in the implementation or operational usage of one of the systems – Manufacturing Execution, Supply Chain Management, Laboratory Information Management, as well as Enterprise Resource Planning will be added advantage.
- Strong analytical and problem-solving skills as well as the ability to work independently.
- Meticulousness, Organized, Team player and as well as Good Articulation skills.

Note: Successful candidate will be employed under Integrated Health Information Systems (IHiS), Singapore's largest HealthTech agency and seconded to ACTRIS.

Please send your application to career@cris.sg

Please indicate in your email the following header: Senior IT Executive (Institution Business Analyst).

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