

Job Title : Intern (SCRI – Clinical Research Project Management)
Department : Project Management
Business Entity : Singapore Clinical Research Institute (SCRI)

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together five national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system. The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

SCRI

The Singapore Clinical Research Institute (SCRI) is the national academic research organisation dedicated to enhancing the standards of clinical research, and coordinating clinical trials. Our mission is to spearhead and develop core capabilities, infrastructure and scientific leadership for clinical research in Singapore. SCRI also works with the National Medical Research Council (NMRC) to assist the Ministry of Health (MOH) in implementing clinical trials policy and strategic initiatives to support and develop clinical research competencies locally. In driving towards its vision, SCRI collaborates with clinicians to enhance Singapore's clinical research and strengthen its expertise in executing multi-site, multi-national studies and the development of regional clinical research networks.

We are looking for passionate individuals who are interested to join us for an internship opportunity to experience different roles in clinical research, such as in Project Management, Research Monitoring and Data Management.

What will you learn from this internship?

At the end of this internship, the individual will better understand the various roles and responsibilities in the field of clinical research.

What you will be working on

The Role:

- Support the project team in the execution of Project Management Plan

- Assist in the processing of serious adverse events and reporting as per regulatory guidelines and regulatory guidelines
- Prepare and maintain Trial Master Files to ensure they are up-to-date and audit-ready at all times
- Support the timely completion of deliverables as per the budget and study plan
- Assist in drafting and editing Case Report Forms (CRF) and CRF Completion Guidelines
- Support the execution of processes specified within the study Data Management Plan
- Provide administrative support for study training and/or meetings, such as preparing presentation notes and meeting minutes
- Duration of Internship: **up to 6 months (depending on academic calendar)**

What we are looking for

- Currently pursuing diploma or degree in life sciences, health sciences, nursing, pharmacy and/or related disciplines with a with a local Polytechnic/University
- Interest in basic clinical trial and drug development processes
- Good interpersonal, organisation, time management and communication skills
- Proficient in English and MS office applications
- Meticulous and proactive

What you need to know

Please send your application to career@cris.sg with the subject **Application for Intern (SCRI - Clinical Research Project Management)**. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>