

Job Title : Intern (SCRI Academy - Events Management)
Department : SCRI Academy
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.

As part of SCRI's role to spearhead the manpower development for Clinical Research Coordinators (CRCs) in Singapore, the SCRI Academy was established to house the training efforts for these CRCs by implementing relevant training programmes.

We are looking for an individual to support the performance and execution of programmes, workshops and events including the coordination of on-site logistics and administrative support.

What will you learn from this internship?

- Event concept development
- Apply knowledge on event planning, operation and successful event execution of programmes, meetings and workshops.

What you will be working on

The Role:

- Assist programme in-charge in coordinating training events, which includes sourcing for vendors, updating learning management systems and tabulation of evaluation reports etc.
- Support the on-site set-up, execution, teardown and troubleshoot issues
- General administrative duties including writing of minutes as well as the procurement and inventory of training supplies
- Perform other ad-hoc duties as assigned
- Duration of Internship: **up to 6 months (depending on academic calendar)**

What we are looking for

- Currently pursuing a diploma in any discipline with a local Polytechnic/University
- Good organisational skills and interpersonal skills
- Good situational awareness and efficient
- Good attitude towards learning
- Ability to write well and communicate clearly
- Able to multi-task and work in a fast-paced environment
- Able to work independently and in teams

What you need to know

Please send your application to career@cris.sg with the subject **Application for Intern (SCRI Academy - Events 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>