

**Job Title** : **Executive, Chief Scientific Officer Office**  
**Business Entity** : Precision Health Research, Singapore (PRECISE)

## 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!

Precision Health Research, Singapore (PRECISE) is the central entity set up to coordinate a whole of government effort to implement Phase II of Singapore's 10-year National Precision Medicine (NPM) strategy. PRECISE is part of the Consortium for Clinical Research and Innovation Singapore (CRIS) umbrella of research-related business entities.

## What you will be working on

### (A) GENERAL

As Administrative Executive in the Chief Scientific Officer's Office (CSOO), you will work closely with the CSOO Team in managing budget, procurement, scheduling and other administrative matters. You will work closely with the PRECISE Director of Corporate Services, CRIS Finance and other stakeholders to carry out your roles and responsibilities.

1. Assist with CSOO procurement matters;
2. Manage and document budget for CSOO activities;
3. Liaise with CSOO stakeholders for quarterly and annual budget projections;
4. Collate and review all CSOO-related claims with the Finance department;
5. Maintain accurate records and ensure that all transactions and grant budgets are well managed according to grant terms and conditions;
6. Schedule CSOO meetings involving research and/or industry partners;
7. Support colleagues from across PRECISE to deliver on their objectives and roles;

8. Perform administrative and secretariat duties as required; and
9. Perform other related duties as assigned.

### **What we are looking for**

#### **(A) EDUCATION, TRAINING**

Diploma in Life Sciences, Business Administration or equivalent;

#### **(B) EXPERIENCE**

1. Relevant experience in budget or grant management.

#### **(C) ATTRIBUTES**

1. Highly organised and demonstrate good record keeping skills.
2. Excellent communication (written and oral) and interpersonal skills.
3. Fast learner, meticulous, resourceful and creative team player who works well independently and with multiple stakeholders in a fast-paced environment;
4. Able to use sound judgement and demonstrates initiative in carrying out assigned duties; and
5. Proficient in Microsoft Office

### **What you need to know**

Successful candidate will be offered a 2-year contract. Please send your application to [career@cris.sg](mailto:career@cris.sg) with the subject **Executive, Chief Scientific Officer Office, PRECISE**. We regret that only shortlisted candidates will be contacted. 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>