

**Job Title** : **Manager / Assistant Manager, 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 Project Manager / Assistant Project Manager in the Chief Scientific Officer's Office (CSOO), you will work with the Project Management Team in CSOO to deliver the scientific ambitions of the NPM programme, including research collaborations with academic and industry partners. You will work closely with CSO Programme Manager and other members of the CSOO.

1. Coordinate between academic and industry partners to promote use of NPM resources to deliver on programme milestones;
2. Work as part of the CSOO Project Management Team to develop collaborative research plans with academic and industry research partners, that advance precision medicine;
3. Support research programme coordination by monitoring progress of the NPM research projects, and by ensuring proper documentation and successful implementation of the projects in accordance with budget, timeline and desired project outcomes;
4. Support the development of the data science and analytic capabilities of PRECISE, in particular genomics, molecular epidemiology, computational biology, health informatics, precision medicine and precision health;
5. Provide support in the preparation of reports, presentation material and updates to various stakeholders;

6. Coordinate meetings and perform secretariat duties as needed; and
7. Support colleagues from across PRECISE to deliver on their objectives and roles.

## What we are looking for

### (A) EDUCATION, TRAINING

PhD in Biomedical Sciences / Genomics / Bioinformatics / Data Science or MSc with relevant working experiences;

### (B) EXPERIENCE

1. Relevant experience in research administration / research programme management.

### (C) ATTRIBUTES

1. Strong project management skills and able to work effectively in a cross-functional matrix.
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 **Manager / Assistant Manager, 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>