

Job Title : Research Executive (Clinical Data)
Department : STCC – Translational Research Integration and Support
Business Entity : STCC

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!

STCC

The Singapore Translational Cancer Consortium (STCC) is a nationally coordinated consortium to synergise cancer research capabilities in Singapore. Established in 2020, STCC brings together unmatched basic, clinical and translational talent in Singapore to create globally significant peaks of excellence in selected Asian cancers. STCC's four joint platforms – Clinical Trials and Investigational Medicine Units, Cancer Databases and Tissue Banks, Translational Research Integration and Support, and Business Intelligence and Development Unit – provide an enabling research and innovation environment driven to foster translational research with meaningful outcomes for society. We currently have the following opening and would like to invite you to be part of an ongoing and dynamic team.

What you will be working on

The Role:

The Research Executive (Clinical Data) will be responsible for the duties and responsibilities listed below:

Primary Responsibilities and Duties

- Assist in research projects by providing clinical data acquisition support at our collaborating Healthcare Institutes
- Handle entry and validation of study data, and extraction of relevant information from medical records

- Assist with the creation of case report forms and set up of internal databases for assigned clinical research projects
- Input and maintain internal databases and tracking systems with project specific information/data
- Assist in drafting and collecting study documents required for Institutional Review Board (IRB) submission
- Create and maintain investigator files and other essential documentation
- Coordinate and prepare materials and meeting minutes for meetings with internal and external stakeholders
- Perform other related duties as required

What we are looking for

- Minimum Bachelor's degree in life sciences, pharmacy, medical science or equivalent preferred
- Preferably with 1 to 2 years' experience in clinical research
- Knowledge of Good Clinical Practice (GCP), regulatory requirements and medical terminology would be an added advantage
- Team player and independent learner
- Flexibility and ability to multi-task and deliver quality work under tight timelines
- Meticulous with an attention to details
- Good interpersonal and communication skills
- Proficient in Microsoft Office, e.g. PowerPoint, Word and Excel

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Research Executive (Clinical Data), STCC**. 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>