

Job Title : Sr / Executive, SCRI Academy
Department : SCRI Academy
Business Entity : 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.

What you will be working on

The Role:

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 development and implementation of the Joint National CRC Training Programmes and other initiatives managed by SCRI Academy.

Primary Responsibilities and Duties

- Manage the administration of training programmes/lunch webinars/workshops which includes but not limited to marketing, course administration, payment, venue, catering, and liaise with trainers/participants/vendors.
- Assist in the preparation of contracts and addendum in relation to the training programme.
- Coordinate the review of curriculum and courseware to ensure materials are updated.
- Establish and maintain good partnership with internal and external trainers to contextualize training materials and deliver training.
- Perform classroom management, and conduct orientation and debrief sessions during the actual training day.
- Evaluate feedback from participants and team on training effectiveness and areas for improvement.
- Assist in the execution of SCRI Internship Programme and/or other initiatives.
- Assist in presenting recommendations and execute suitable implementation strategies.
- Identify opportunities where technology can be tapped to deliver innovative learning solutions.
- General administrative duties including minutes writing.
- Perform other ad-hoc duties as assigned.

What we are looking for

- Degree or Diploma in any discipline
- Experience in clinical research industry and/or training administration and familiar with digitalized learning solutions is advantageous.
- Meticulous, proactive, resourceful and able to work in fast paced, dynamic environment
- Possess good problem solving, communication and organizational skills
- Proficient in Microsoft Office
- Excellent team player and self-motivated

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 Sr/Executive, SCRI Academy – SCRI**. 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>