

Job Title : Project Coordinator (SCRI)
Department : SCRI – Project Management
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)
- Cardiovascular Disease National Collaborative Enterprise (CADENCE)

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:

You will work with a dynamic team and play an important part in the clinical research ecosystem in Singapore. This will include, but are not limited to, the following:

- Act as main study contact to study sites to monitor progress of the project.
- Able to work closely with project managers and other SCRI team members.
- Assist project managers with the following
 - a. study planning.
 - b. Implementation of project plan.
 - c. project meeting.

- d. risks identification and mitigation.
 - e. monitoring study progress.
 - f. co-develop project level study documentations (Study operations manual, IP manual, monitoring plan, etc).
 - g. Develop study trackers and study metrics, ensuring that the documents are accurate and up-to-date.
 - h. assist with project reporting and updates.
 - i. site selection.
- Co-develop and assist the implementation of project plan
 - Build good working relationship with site and SCRI team.
 - Monitoring site progress to ensure that project is on schedule.
 - Escalate any issues from site to project manager promptly, eg. Data queries
 - Other supporting activities to assist project managers

What we are looking for

- Healthcare or scientific discipline (e.g. Pharmacy, Life sciences, Biomedical or other related area) required.
- Minimum Diploma or Degree in related knowledge.
- Well-organised and detail-oriented.
- Performance driven and outcome oriented
- Meticulous and good with details
- Able to communicate clearly
- Able to multi-task and work in a fast pace environment
- 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 Project Coordinator (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>