

Job Title : Senior Executive / Assistant Manager, Planning
Business Entity : Strategy and Planning, Consortium for Clinical Research and Innovation

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six 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!

About CRIS

The Consortium for Clinical Research and Innovation Singapore (CRIS), a wholly owned subsidiary of MOH Holdings, was established in 2020 with the goal of strengthening synergies and promulgating strategies for national-level clinical research and translation programmes under the stewardship of the Singapore Ministry of Health. The former Singapore Clinical Research Institute Pte Ltd was repurposed to form CRIS which brings together five entities as business units under a common management and governance structure. These are the Singapore Clinical Research Institute (SCRI), the National Health Innovation Centre (NHIC), the Advanced Cell Therapy and Research Institute Singapore (ACTRIS), the Precision Health Research Singapore (PRECISE), and the Singapore Translational Cancer Consortium (STCC).

What you will be working on

(A) GENERAL

- Working with key stakeholders in CRIS and the Business Units to ensure smooth planning and execution of the organisation's key goals.
- Be involved in developing key initiatives within CRIS and the Business Units to support the healthcare ecosystem in Singapore.
- Handle administrative support tasks as part of the CRIS Planning function, including but not limited to working with other corporate functions within the organisation for budget planning, drafting of funding papers and communicating initiatives to internal and external stakeholders.

- For CRIS Board meetings and other selected meetings, attend and take on a secretariat role, which includes managing relevant approval processes, coordinating meeting schedules of attendees, consolidating meeting agenda and materials, recording of minutes, tracking of task deadlines and matters arising, attendance taking and making other logistics arrangements necessary to ensure a successful and seamless meeting.
- Track performance measures for key initiatives and manage periodic reports to the management and stakeholders.
- Take part in ad-hoc planning tasks as required by the management.

What we are looking for

- **EDUCATION, TRAINING**

Bachelors' degree in Life Sciences, Bioengineering, Biotechnology or related fields.

- **EXPERIENCE**

- At least 3 years of relevant experience.
- Experience and/ or strong technical knowledge in health care and/ or clinical science is an advantage

- **ATTRIBUTES**

- Excellent communication (both verbal and written) and interpersonal skills, experience with meeting secretariat function is advantageous
- Excellent organisational and multi-tasking skills
- Prior experience managing funding initiatives and report writing
- Able to work independently and as a team in a fast-paced environment
- Able to complete quality work within tight deadlines
- Able to participate actively and capture key points in complex discussions and organise them into structured work flow processes
- Detailed-oriented, well organised and resourceful
- Highly competent in Microsoft Office applications, e.g. MS Powerpoint, MS Word and MS Excel
- Positive learning attitude with a pleasant personality

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 Senior Executive / Assistant Manager (Planning), CRIS**. 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>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>