

Job Title : Executive/Senior Executive, Grants and Administration
Department : NHIC
Business Entity : NHIC

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!

NHIC

The National Health Innovation Centre Singapore (NHIC), is a nationally-appointed Innovation and Enterprise Office that works with Public Health Institutions across Singapore to identify and commercialise promising clinical innovations. We fund the translation and development of medical innovations from Singapore's clinical sector, and provide strategic guidance and connection to industry partners, accelerating the pathway to impact in healthcare. NHIC programmes catalyse the translation of clinical innovations towards commercially viable products that benefit patients and healthcare. Established since 2014, we have supported many projects and companies in the development and implementation of innovative medical technologies and services, improving the standard of healthcare in Singapore and beyond. NHIC is part of the Consortium for Clinical Research and Innovation Singapore (CRIS).

What you will be working on

The Role:

We are looking for dedicated individuals to join us in improving Healthcare innovation, implementation and outcomes.

Support NHIC's grant and office operation functions that include:

- Process NHIC's grants (with a core focus on the Innovation-to-Adopt [I2A] grant). This involves facilitating grant calls, selection, award, claims and audit.
- Answer grant enquiries from Public Healthcare Clusters/Institutions and redirect to appropriate case managers, where necessary.
- Validate claim documents together with case managers and scheme owner, and follow up with applicants for additional documents, if required
- Assist with audit processes, management reporting, ensure compliance with Grant Agencies' requirements.
- Update database of grant application details – disbursements, utilisation/balance, KPIs
- Maintain day-to-day office operations related to supporting grant performance – meetings, IT, procurement, admin, facilities, etc.
- Support office administrative ad-hoc duties and organisation of NHIC/CRIS events, where necessary.

What we are looking for

- Degree in Business Administration/Management, Accounting, Marketing, or other relevant disciplines (fresh graduates can apply); or Diploma holders in Business Administration/Management, Accounting, Marketing with 1-2 years' working experience
- Candidates with 1-2 years of relevant working experience in healthcare/government grant organisations would have an advantage.
- Possess essential IT skills – MS Office, email, device Apps, social media, data entry/management software
- Good organisational, writing, communication and interpersonal skills
- Able to work independently and part of cross-functional teams effectively

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 Executive/Sr Executive, Grants and Administration (NHIC)**. 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>