

Job Title

Manager / Senior Manager, Data Protection (3 years renewable contract)

You will provide advice to stakeholders on our compliance with MOHH Data Management policy or local data protection laws. You will also implement data protection policies and monitor our adherence to research data protection standards and act as a point of contact with supervisory authorities and data subjects. You will also create policies that enforce compliance with legislation and deliver data protection trainings to our staff to increase awareness of data protection measures.

Responsibilities:

- Design and run the Data Protection Program, including policies and procedures, and processes.
- Enhance compliance processes based on ongoing evaluations of any gaps between business operations and data protection requirements
- Facilitate implementation of data innovation by translating privacy and personal data protection requirements into data-driven design thinking process
- Understand and guide CRIS and its research unit or programs to stay relevant with the global data protection community eg PDPA, GDPR
- Be part of a technology risk evaluation panel to assess and approve data protection related matters associated with the technology and data.
- Lead investigation and manage data breaches according to the Data Breach Management Plan
- assist to develop data-related policies & procedures and conduct assessment to identify and address potential risks
- Guide employees on data-related policies and respond to internal queries regarding data handling
- Implement education & training initiatives for data protection awareness and compliance
- Maintain records of processing operations
- Facilitate and conduct data protection compliance checks and determine on the need to alter procedures to comply with regulations
- Co-ordinate the data audit performed by internal/external auditors & regulators
- Offer consultation and guidance to stakeholders on how to deal with data privacy breaches
- Provide secretariat support to relevant workgroups

Requirements:

- A recognised bachelor degree or higher in or with experience in data protection work with good understanding of PDPA and preferably with relevant certification
- At least 5 years' experience, preferably in a healthcare environment.
- Familiar with different data classification in the healthcare research environment and experience in coordinating different diverse group will be advantageous
- Proficient in MS Office applications
- Good data/ analytical skills
- Excellent communication skills



Please send your application to career@cris.sg

Please indicate in your email the following header: Application for Manager/Senior Manager, Data Protection, CRIS

Company Overview

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).

Additional Company Information

Average Processing Time

25 days

Industry

Healthcare / Medical

Benefits & Others

Dental, Miscellaneous allowances, Medical, Regular hours, Mondays-Fridays, Business (e.g. Shirts)