

Job Title

Executive, SCRI Academy (3-year contract)

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.

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 Training Programmes and training policies managed by SCRI Academy.

The Role:

- Formulate, organise, monitor and review training policies and programmes in consultation with internal and external stakeholders.
- Present recommendations and execute suitable implementation strategies.
- Coordinate development of training curriculum, design of training activities, and development of training management system.
- Draw up the train-the-trainers framework and schedule training sessions.
- Manage training logistic and administrative matters and resolve administrative issues.
- General administrative duties including minutes writing.
- Perform other ad-hoc duties as assigned.

Job Requirements:

- Degree or Diploma in Science or Healthcare-related field
- Experience in Clinical Research is advantageous.
- Experience in training administration is advantageous.
- Good organisational skills
- Performance driven and outcome oriented
- Meticulous and good with details
- Enjoys learning
- Able to write well and communicate clearly
- Strong project management and interpersonal skills
- Able to multi-task and work in a fast pace environment
- Proficient in Microsoft Office
- Customer-service oriented
- Team player and self-motivated

Restricted, Non-Sensitive



Please send your application to career@cris.sg

Please indicate in your email the following header: Application for Executive, SCRI Academy

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)

Restricted, Non-Sensitive