

Job Title

Assistant Manager, Human Resources (5-months Contract)

Job Purpose

Plans and carries out the entire spectrum of human resources activity for identified CRIS Business Units (BU).

Responsibilities:

- Recruit, conduct interviews and select employees to fill vacancies for selected CRIS Business Units (BU).
- Ensure that recruitment procedures and transfer in of staff are in accordance to guidelines.
- Coordinate secondment of personnel into CRIS business units as well as deployment to other healthcare clusters.
- Prepare salary offers for new hires and transfers.
- Coordinate and participate in staff performance management cycle.
- Coach and counsel employees and other managers on workforce related issues.
- Conduct periodic reviews of HR policies and processes to streamline efficiencies, whilst keeping abreast with MOM's changes and other legislations.
- Manage contracts, employment letters, benefits, coordinate training and attend to all HR-related requests.

Requirements:

- Degree in Business / HR or related field, with at least 6 years of HR Generalist experience.
- Strong experience in HR Business Partnering inclusive of Talent Acquisition with a sound knowledge of HR processes and best practices.
- 1 - 2 years of Public Sector experience preferred.
- Able to engage different levels of stakeholders.
- Able to work independently and be hands-on operationally.
- Quick learner with a can-do attitude.
- Able to commence in December 2021.

Please send your application to career@cris.sg.

Please indicate in your email the following header: **Assistant Manager, Human Resources (5-months Contract)**

Restricted, Sensitive (Normal)



Consortium for Clinical Research and Innovation Singapore

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)

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