

Job Title : Executive, Business Intelligence and Development Unit
Business Entity : National Programme for Cardiovascular Research

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)

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!

The National Program for Cardiovascular Research aims to strengthen the overall impact of cardiovascular research and translation in Singapore through: (1) synergising efforts across Singapore through the establishment of Joint Platforms to improve patient outcomes and establish Singapore as a global leader in cardiovascular disease (CVD) research; (2) overcoming common barriers to research at the systems level; (3) driving commercialisation efforts; and (4) demonstrating the power of these synergies through a series of practice-changing Use Cases.

National Program for Cardiovascular Research will be housed as a business unit within the Consortium for Clinical Research and Innovation Singapore (CRIS), a wholly-owned subsidiary of the Ministry of Health Holdings (MOHH) Pte Ltd and anchored by the CVD research programmes and commercialization platforms of partner institutions (MOHT, NHCS & NHRIS, NUHCS & CVRI, NHG Heart Institute, KTPH, A*STAR, NUS, Duke-NUS, LKC).

What you will be working on

(A) GENERAL

Working under the supervision of the Platform Lead and Manager, the incumbent will be responsible for:

1. Maintaining and ensuring all documentations are up-to-date in the Unit.
2. Coordinating and scheduling meetings with internal and external stakeholders.
3. Assisting in daily operations in the Unit.
4. Assisting the Manager with the following:

- Project Development – Work closely with the platform leads, clinicians and scientists to craft research plans/proposals, and ensure the technical feasibility and successful implementation of the project in accordance with the budget, timeline, scope, deliverables and objectives
 - Project Implementation – Work closely with Program Managers to monitor progress of industry projects, identify potential issues that may arise in the project development/implementation stages, mediate between different institutions and industry partners to ensure expectations are aligned, and troubleshoot administrative and policy matters where appropriate
 - Coordinating and hosting meetings, planning and organising workshops, conferences, overseas trips related to Business Development activities
 - Preparing reports and company briefs for meetings and updates to the Management
5. Any other assigned duties

What we are looking for

(A) EDUCATION, TRAINING

Degree or Diploma in Life Science, Business Administration, or equivalent

(B) EXPERIENCE

1. At least 3 years of experience in providing administrative support in a fast-paced environment
2. Familiarity with the healthcare sector

(C) ATTRIBUTES

1. Excellent communication (written and oral) and interpersonal skills.
2. Experience in preparing PowerPoint presentations and good organizational skills with the ability to handle multiple projects with tight deadline and attention to details.
3. Strong organisational/administrative skills and attention to details.
4. Willing, adaptable and flexible to take on required/ necessary tasks beyond the job description.
5. Proficient in Microsoft Office.

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 (Business Intelligence and Development Unit), National Programme for Cardiovascular Research**. 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>