

**Job Title** : Clinical Research Network Assistant Manager  
**Department** : Clinical Research Network  
**Business Entity** : Singapore Clinical Research Institute (SCRI)

## 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!

## SCRI

The Singapore Clinical Research Institute (SCRI) is the national coordinating body for clinical trials with a vision to establish Singapore as a regional thought leader in clinical research.

SCRI is looking for individuals who enjoy opportunities to support a wide range of clinical trials and epidemiology studies for the role of **Clinical Research Network Associate/Assistant Manager**.

## What you will be working on

### The Role:

You will be responsible to support and coordinate the development and maintenance of Clinical Research Network(s) by encouraging and facilitating research through collaborative works amongst clinician scientists.

Clinical research network refers to a network of clinical, research, and administrative professionals organized to design, conduct, analyze and publish multisite clinical, translational, or services research studies. Clinical research network can be define by CRN can be defined by disease domains (e.g. diabetes, oncology), technologies (e.g. functional MRI, PET), treatments (e.g. renal transplants, stents) or capacities (e.g. inpatient, ER).

## Key Responsibilities include

- Arranging network related activities which include, and is not restricted to, preparation and submission of documents and activities that may support the introduction and execution of studies within the network.
- Serving as a key communication link and maintain good relationship with the network members.
- Participating in the crafting, establishment and/or maintenance of the network's governance, constitutional policy(ies) and any other infrastructural activities/documents of the assigned network(s).
- Promoting and developing the assigned network(s) through various media such as the network's website and newsletter, and disseminating information across the assigned network(s) in a timely manner.

## What we are looking for

- Degree in Life Sciences/Healthcare/Pharmacy or related fields
- More than 5 years experience in an administrative role and/or an advanced degree in Life Sciences/Healthcare/Pharmacy/ related fields and/or clinical research coordination experience will be an advantage
- Have strong interest in clinical research
- Candidate must have the ability to work independently
- Candidate must be comfortable communicating with clinicians and stakeholders
- Strong analytical and problem solving abilities
- Excellent written and verbal communication skills
- Good team player, independent, dynamic and self-driver with good interpersonal skills

## What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to [career@cris.sg](mailto:career@cris.sg) with the subject **Application for** Clinical Research Network Associate / Assistant Manager, Clinical Research Network, SCRI. 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>