

**Job Title** : Assistant Manager, Strategic Planning 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 Programme for Cardiovascular Research aims to strengthen the overall impact of cardiovascular research and translation in Singapore by bringing together key basic, clinical and translational teams in joint platforms to actively establish and implement collaborative cardiovascular research programmes involving different organisation and research partners (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 Executive Director of this National Programme, the incumbent will be responsible for:

1. Supporting the Programme's clinical and research partners in the implementation of strategic cardiovascular programmes across institutions and agencies.
2. Initiating and managing Programme-related activities, events, meetings or initiatives with industry partners, public institutions, and private sectors.
3. Working cross-functionally across the different internal departments (legal, finance, HR, corporate communications, IT) and with the different Programme partner institutions to establish the successful set-up of platforms and programmes.
4. Convening the board and executive committee meetings, setting the agenda and providing secretariat support at various meeting platforms.

5. Working with the Programme partners to develop new grant proposals and to administer and monitor the allocated Programme budget.
6. Managing the administration and day-to-day operations of the Programme.
7. Tracking the progress and deliverables of the Programme including budget, milestones and deliverables.
8. Supporting the progress reporting of the Programme to the relevant agencies, institutions and funding bodies.

## **What we are looking for**

### **(A) EDUCATION, TRAINING**

Degree or Masters in health & biological sciences or related discipline; a PhD is not essential but will be an advantage.

### **(B) EXPERIENCE**

1. At least 5 years of experience in the R&D and/or Healthcare sector.
2. Knowledge of clinical trials and cardiology/cardiovascular biology research would be preferred, but not necessary.
3. Familiarity with the healthcare biomedical landscape and experience with research/clinical collaborations and commercialization.

### **(C) ATTRIBUTES**

1. Project/programme management skills and able to work effectively in a cross-functional matrix.
2. Excellent communication (written and oral) and interpersonal skills.
3. Resourceful and able to work independently and in a team with minimal supervision.
4. Good analytical and effective problem-solving skills.
5. Strong organisational/administrative skills and attention to details.
6. Self-starter, proactive and results oriented.
7. Excellent Microsoft office skills including power-point, excel, word etc.

## 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 Assistant Manager (Strategic Planning 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>