

Job Title : Sr Manager/Manager/Assistant Manager, Grants and Operations
Department : Grants Administration
Business Entity : National Health Innovation Centre (NHIC)

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!

NHIC

The National Health Innovation Centre Singapore (NHIC), is a nationally-appointed Innovation and Enterprise Office that works with Public Health Institutions across Singapore to identify and commercialise promising clinical innovations. We fund the translation and development of medical innovations from Singapore's clinical sector, and provide strategic guidance and connection to industry partners, accelerating the pathway to impact in healthcare. NHIC programmes catalyse the translation of clinical innovations towards commercially viable products that benefit patients and healthcare. Established since 2014, we have supported many projects and companies in the development and implementation of innovative medical technologies and services, improving the standard of healthcare in Singapore and beyond. NHIC is part of the Consortium for Clinical Research and Innovation Singapore (CRIS).

What you will be working on

The Role:

We are looking for dedicated and experienced individuals to join us in improving Healthcare innovation, implementation and outcomes.

Manage NHIC's grant and office operation functions that include:

1. Manage NHIC's core grant administration and audit processes. This involves working with Innovation and Enterprise functions to facilitate grant calls, selection, award, claims and audit.

2. To manage grant queries and project claim matters from Public Healthcare Clusters' Innovation & Enterprise and Research Offices.
3. To develop work processes/systems to improve and optimize the efficiency and effectiveness of grant and office administration functions.
4. To liaise with various grant agencies for collaborative grants and due diligence checks.
5. To up-keep the database of grant applications, disbursements and utilisation, and assist with collation of KPIs for management reporting.
6. Maintain day-to-day office operations, such as meetings, IT, procurement, admin, facilities, etc.
7. Support the organisation of NHIC/CRIS events, where necessary.

What we are looking for

1. Good Degree in Business Administration/Management, Accounting, Engineering, Biomedical Sciences, or other relevant disciplines
2. *(diploma holders can apply if they possess additional relevant certifiable qualifications and/or working experience)*
3. 2-4 years of relevant working experience in one or more of the functions described above to perform required Job Description.
4. Experience working in a healthcare/biotech/medtech innovation environment for grant applications is preferred
5. Possess essential IT skills – MS Office, email, device Apps, social media, data entry/management software
6. Good organisational and presentation skills, coupled to interpersonal, communications and writing skills
7. Able to work independently and part of cross-functional teams effectively

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** 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>