

Assistant Manager/ Manager (Programme Office), STCC

- Supporting STCC's clinical and research partners in the implementation of strategic cancer programmes across institutions and agencies
- Initiating and managing STCC-related activities, events, meetings or initiatives with industry partners, public institutions and private sectors
- Working cross-functionally across the different internal departments (legal, finance, HR, corporate communications, IT) and with the different STCC partner institutions to establish the successful set-up of platforms and programs.
- Convening the board and executive committee meetings, setting the agenda and providing secretariat support at various meeting platforms
- Working with the STCC partners to develop new grant proposals and to administer and monitor the allocated STCC budget
- Managing the administration and day-to-day operations of the STCC
- Tracking the progress and deliverables of the STCC including budget, milestones and deliverables
- Supporting the progress reporting of the STCC to the relevant agencies, institutions and funding bodies

Job Requirements

- Degree or Masters in health & biological sciences or related discipline; a PhD is not essential but will be an advantage
- At least 3-5 years of experience in the R&D and/or Healthcare sector
- Knowledge of clinical trials and oncology/cancer biology research would be preferred, but not necessary
- Familiarity with the healthcare biomedical landscape and experience with research/clinical collaborations and commercialization
- Project/programme management skills and able to work effectively in a cross-functional matrix
- Excellent communication (written and oral) and interpersonal skills
- Resourceful and able to work independently and in a team with minimal supervision
- Good analytical and effective problem solving skills
- Strong organisational/administrative skills and attention to details
- Self-starter, proactive and results oriented
- Excellent Microsoft office skills including powerpoint, excel, word etc.

If you meet our requirements and are interested in taking up this career opportunity, we would like to hear from you. Please send your resume to recruit@scri.edu.sg

Working location: 1 Maritime Square, #12-10 Singapore 099253
(Only shortlisted candidates will be contacted)