

Job Title : Senior Executive / Assistant Manager, Programme Office
Business Entity : Cardiovascular Disease National Collaborative Enterprise (CADENCE)

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!

CADENCE

The Cardiovascular Disease National Collaborative Enterprise (CADENCE) is a national program for Cardiovascular Research that 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.

CADENCE 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

As the Administrative Executive, you will work closely with CADENCE Programme Office in managing budget, procurement, scheduling and other administrative matters. You will work closely with the CADENCE Management, CRIS Finance and other stakeholders to carry out your roles and responsibilities.

1. Coordinating, scheduling and hosting meetings, planning and organising workshops, conferences and overseas trips.

2. Preparing reports and company briefs for meetings and updates to the Management. 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.
3. Perform administrative and secretariat duties as required
4. Liaise with different stakeholders to administer and monitor the allocated Programme budget.
5. Managing the administration and day-to-day operations of the Programme.
6. Assist with procurement matters.
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.
9. Perform other related duties as assigned.

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 working experience in Healthcare, Biomedical Sciences and/or Medical Technology; with a background in research, clinical trials, product development or technology commercialization. Prior industry experience will be favourably considered.
2. Broad vision of science and technology, able to handle diverse technical topics beyond one's direct field of education and experience, and awareness of emerging fields. Able to appreciate and quickly understand new technologies and provide market assessment and their potential to be applied in different business contexts.

(C) ATTRIBUTES

1. Strong project 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. Willing, adaptable and flexible to take on required/ necessary tasks beyond the job description.

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 Senior Executive / Assistant Manager (Programme Office), CADENCE**. 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>