

**Job Title** : **Manager / Senior Manager, Strategic Development and Communications**  
**Business Entity** : Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)

## Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six 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)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

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!

## ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS' vision is to be the national and regional Centre of Excellence for discovery, process development and manufacturing of cellular-based therapeutics across the broad spectrum of immunotherapy and regenerative medicine, encompassing both investigational and approval products for the local market. We also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

## What you will be working on

### (A) GENERAL

The Manager / Senior Manager, Strategic Development and Communications (SDC) will support the operations of the team that oversees business development, legal contracts and grant monies/project finances. The duties and responsibilities include:

- Assist in building a strong working relationships/network with internal department heads, CRIS HQ and other research programs, and relevant public and private sector stakeholders/parties to appropriate position ACTRIS in the biomedical ecosystem of Singapore to drive cell therapy product manufacturing and process development.

- Support Department Head in leading a team of managers whose portfolio include but not limited to business development, corporate communications, legal contracts, finance, administration and education/training.
- Lead a team of Executives who will provide cross-department administrative support for activities such as but not limited to meeting arrangement, meeting minutes, training records etc.
- Develop work flows and procedures (when necessary in compliance with quality management system) to support the efficient running of the department and improve customer experience.

## **What we are looking for**

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

Bachelor's/Master's degree in biomedical sciences or other related fields; PhD degree in a related field is a plus along with basic business and administrative acumen/skillset.

### **(B) EXPERIENCE**

Preferably 2 – 4 years' experience in the appropriate field that includes but not limited to R&D in biomedical research institutes/companies; experience in biopharmaceutical manufacturing field/management role is a plus.

### **(C) ATTRIBUTES**

- Ability to streamline and implement new structures and roles that create speed, efficiency, and support rapidly shifting business demands;
- Critical thinker and problem-solving skills; and
- A team player with good time management, interpersonal and communication skills.

## **What you need to know**

Successful candidate will be offered a 3-year contract, renewable. Please send your application to [career@cris.sg](mailto:career@cris.sg) with the subject **Manager / Senior Manager, Strategic Development and Communications, ACTRIS**. 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>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>