Research Fellow/Engineer (Programme Manager, HSS/VT)
Singapore Institute of Technology

Job Title	Research Fellow/Engineer (Programme Manager, HSS/VT)
Department	Health and Social Sciences
Institution	Singapore Institute of Technology
	Singapore, , Singapore
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Nutrition and Dietetics
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498763/research-fellowengineer-programme-manager-hssvt
Apply By Email	
Job Description	

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Job no: 498763
Department: Health and Social Sciences
Contract type: Contract
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As a University of Applied Learning, SIT works closely with industry in our research pursuits. Our research staff will have the opportunity to be equipped with applied research skill sets that are relevant

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to industry demands while working on research projects in SIT.

We are currently seeking an experienced and dedicated Programme Manager to oversee a significant research grant aimed at elderly nutrition. The Programme Manager will be responsible for the successful administration, implementation, and management of the research grant. This role involves coordinating with research teams' leads, ensuring that all project objectives are met on time and within budget, ensuring compliance with grant requirements, and reporting on progress to stakeholders. The ideal candidate will have a proven track record in managing complex research grants and possess strong organizational and leadership skills.

Key Responsibilities:

1. **Grant Management:**

   ○ Oversee the day-to-day management of the research grant, ensuring adherence to funding agency guidelines and requirements.
   ○ Develop and maintain a detailed project plan, including timelines, milestones, and deliverables.
   ○ Monitor and track project progress, identifying and addressing any issues or deviations from the plan.

2. **Financial Oversight:**

   ○ Manage the grant budget, including allocation, expenditure tracking, and financial reporting.

3. **Team Coordination:**

   ○ Collaborate with PI, team co-PIs, research team members, other stakeholders to ensure effective project execution.
   ○ Facilitate regular meetings and communication between team members to ensure alignment with project goals.
   ○ Provide guidance and support to research teams, addressing any challenges or obstacles.

4. **Compliance and Reporting:**

   ○ Ensure all project activities comply with relevant regulations, ethical guidelines, and institutional policies.

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- Prepare and submit progress reports, final reports, and other required documentation to the funding agency.
- Monitor and evaluate project outcomes, providing recommendations for improvements or adjustments as needed.

5. **Stakeholder Engagement:**

- Act as the primary point of contact between SIT and the funding agency.
- Build and maintain relationships with stakeholders, including funding bodies, research partners, and internal teams.

6. **Risk Management:**

- Identify potential risks to project success and develop mitigation strategies.
- Address and resolve any issues that may impact project timelines or outcomes.

Job Requirements:

- PMP-certified is preferred
- **Education:** Bachelor's degree in Nutrition/Dietetics/Food Science/Food Technology/Food Engineering. A Master's degree or equivalent experience is preferred.
- **Experience:** Minimum of 3-5 years of experience in managing large research grants, with a demonstrated track record of successful project management.

Key Competencies:

- Strong organizational and project management skills, with the ability to manage multiple tasks and priorities.
- Excellent financial management and budgeting skills.
- Effective communication and interpersonal skills, with the ability to work collaboratively with diverse teams.
- Proficiency in project management software and tools.
- Knowledge of grant compliance, regulations, and reporting requirements.

Apply now
Advertised: 09 Sep 2024 Singapore Standard Time
Applications close: 31 Dec 2024 Singapore Standard Time

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore