

Job Title

Assistant Manager / Manager, Education Programme (3-year renewable contract), ACTRIS

About ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established on 20 April 2020 to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS's 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. ACTRIS aims to achieve accreditation from national and international regulators to ensure quality compliance of resource-efficient cellular therapy manufacturing. Our common goal is to promote and foster the entire value of chain of cellular therapy ecosystem through enabling translational research and development, manufacturing, clinical service provision, and commercialisation by serving the healthcare, academic and industrial sectors. ACTRIS will also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

Job Purpose

Develop and implement a post-graduate level education programme in partnership with an identified Institute of Higher Learning and industry partners for individuals pursuing a career specialisation in cGMP-compliant of cell, tissue and gene therapy products (CTGTPs). Develop and lead the hands-on training programme at the Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) when the facility is operational.

Responsibilities:

- In coordination with internal and external stakeholder, establish the curriculum for the post-graduate master degree, graduate and/or professional certification.
- Work effectively with decision makers, within ACTRIS to develop long term sustainability and developmental plan for the Education Programme.
- In co-ordination with the Business Development, Marketing and Communications Team to develop and operationalise a business case/model and marketing strategy for the Education Programme (for example identify educational products and revenue streams).
- In co-ordination with an identified Institute of Higher Learning source for lecturers (from academic and/or clinical institutes; and industry partners), and arrange for practical classes and attachment in ACTRIS.
- To manage budget pertaining to the Education portfolio.
- Lead all necessary coordination activities to develop and maintain webinars, podcasts and other educational activities to allow dissemination of information pertaining scientific discovery, process development, manufacturing and clinical usage of cell, tissue and gene therapy products.

Restricted, Sensitive (Normal)



Consortium for Clinical Research and Innovation Singapore

- In coordination with internal and external stakeholders, participate in the organization of annual conferences that includes program development, sourcing of speakers, sponsors and other related activities.

Requirements:

- Degree holder with at least 2-4 years relevant working experience in Business and/or Education operations. Experience in the field of cell therapy is an advantage.
- Sound understanding and experience with various training methodologies, continuous improvement and innovative technology relating to training.
- Excellent analytical, written and verbal communication skills. Strong experience in computer skills including those necessary for managing e-learning platform.
- Good organisational skills including prioritising, scheduling, time management, and meeting deadlines.

Please send your application to career@cris.sg.

Please indicate in your email the following header: **Assistant Manager / Manager, Education Programme**

Company Overview

The Consortium for Clinical Research and Innovation Singapore (CRIS), a wholly owned subsidiary of MOH Holdings, was established in 2020 with the goal of strengthening synergies and promulgating strategies for national-level clinical research and translation programmes under the stewardship of the Singapore Ministry of Health. The former Singapore Clinical Research Institute Pte Ltd was repurposed to form CRIS which brings together five entities as business units under a common management and governance structure. These are the Singapore Clinical Research Institute (SCRI), the National Health Innovation Centre (NHIC), the Advanced Cell Therapy and Research Institute Singapore (ACTRIS), the Precision Health Research Singapore (PRECISE), and the Singapore Translational Cancer Consortium (STCC).

Additional Company Information

Average Processing Time
25 days

Industry
Healthcare / Medical

Benefits & Others

Dental, Miscellaneous allowances, Medical, Regular hours, Mondays-Fridays, Business (e.g. Shirts)

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