

**Project Manager (Research Fellow)
Nanyang Technological University**

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Posted Apr. 22, 2024, set to expire Apr. 1, 2025

Job Title	Project Manager (Research Fellow)
Department	Early Mental Potential and Wellbeing Research Centre (EMPOWER)
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Apr. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate Professional Staff
Academic Field(s)	Psychology - General Psychology - Social
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Job Description

The Early Mental Potential and Wellbeing Research Centre (EMPOWER) is looking for an experienced full-time Project Manager / Research Fellow to lead a team of researchers, and to drive and fulfill research deliverables and milestones within a tight timeline.

The candidate is expected to render strong research support to the Centre's Director, Professor Victoria Leong and a team of co-Is, on basic and translational projects with a focus on early childhood development. Experience with coordinating complex / multi-stakeholder research projects (on an

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international level) is desirable.

Key Responsibilities:

- Liaise closely with relevant administrative offices (Legal Secretariat Office (LSO), the IRB team etc) and with the research team to ensure the timely completion of Research Collaboration Agreements (RCAs), ethical approval, and sub-contracting agreements.
- Manage data compliance, ensure tracking and reporting on project deliverables, adherence to respective funding agency guidelines, and coordinate administrative matters such as procurement, and coordination with local and international stakeholders.
- Work closely with internal and external stakeholders to develop comprehensive project plans, outlining of scope, objectives, timelines and resource requirements
- Lead and manage the research dissemination activities, which may include workshops, seminars and public outreach activities.

Job Requirements:

- Applicant with a good Masters or PhD degree in Social Sciences/Humanities/Business or Technical/Computing/Biological fields with at least 8-9 years of relevant experience in an institute of higher learning / research environment
- Experience of project management in a commercial / industry setting is highly desirable.
- Strategic planning and financial management skills are preferred
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Efficient, organized, and a good team player

- Strong interpersonal and communication skills
- Experience working with international collaborators or partners in a research or commercial context is desired
- Self-motivated and able to motivate others

We regret that only shortlisted candidates will be notified.

Contact Information

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

Contact

Singapore