

Project Officer (CTP)
Nanyang Technological University

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Posted May 16, 2024, set to expire Apr. 1, 2025

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| Job Title | Project Officer (CTP) |
| Department | Earth Observatory of Singapore |
| Institution | Nanyang Technological University Singapore, , Singapore |
| Date Posted | May 16, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available Immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Business - General |
| Job Website | https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--CTP-_R00017194 |
| Apply By Email | |
| Job Description | |

The Earth Observatory of Singapore (EOS) at Nanyang Technological University in Singapore invites applications for the position of Project Officer to support the Climate Transformation Program (CTP). The CTP is an interdisciplinary research program with the mission to develop, inspire and accelerate knowledge-based solutions and educate future leaders to establish the stable climate and environment necessary for resilient, just and sustainable SEA societies.

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The primary responsibility of the incumbent will be to ensure the compliance of fund utilisation in the programme with the grant agency and university guidelines, including the tracking of grant-related documentation and the handling of procurement and logistics needs. They will also assist with report writing, project management and some research support as needed.

Key Responsibilities:

- Provide support for Finance and Procurement matters including: Generate Purchase Orders (PO) and Good Receipts (GR), raise Purchase Requests (PR); Verify purchases and/or reimbursement claims from the project teams and ensure that there are no unauthorized purchases; Assist to prepare financial documents as required by funding agencies; Liaise with NTU Shared Services (NSS) for procurement-related matters, such as to procure items which require Invitation to Quote (ITQ), ITT (Invitation to Tender), log assets acquired and disposed, and other Finance and Procurement-related matters
- Assist in planning and logistics includes budget planning, invitation letters, flight and accommodation arrangements for Non-Resident Professionals (NRP), processing of honorarium, coordination of visit schedules, preparation and dissemination of seminar announcements to relevant parties.
- Coordinate and arrangement for meetings.
- Support communications between project team, collaborators and stakeholders.
- Perform other project administration tasks as requested by PIs
- Perform other ad-hoc administrative duties
- Monitor progress of research projects
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Update Key Performance Indicator (KPI) and research projects records regularly (i.e., research grants, academic conferences, journal publications, outreach sessions etc.)

- Maintain and manage project records
- Assist in the preparation and writing of progress reports

Job Requirements:

- Bachelor's degree with 3 years of working experience and strong finance background
- Ability to work independently and possess strong follow-through skills
- Team player in a project setting, also with ability to work independently in a multi-cultural team environment
- Excellent interpersonal and communication skills
- Excellent planning and coordination skills
- Demonstrated good analytical and problem-solving skills
- Experience with government-funded research grant management will be an advantage
- Experience in project and grant management is highly desirable with good knowledge on Singapore's guidelines on managing research grants
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Strong work ethics and good collaborative skills

- Well organized, proactive and self-driven

Interested applicants should submit a CV, and a statement of interest. Incomplete applications will not be considered. Questions can be directed to Professor Benjamin Horton (bphorton@ntu.edu.sg).

We regret to inform 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

Earth Observatory of Singapore
Nanyang Technological University
Singapore