Centre for Lifelong Learning and Individualised Cognition (CLIC)

Research Support Administrator/Assistant Manager

The Centre for Lifelong Learning and Individualised Cognition (CLIC), funded by the National Research Foundation (NRF) in Singapore and coordinated through the Cambridge Centre for Advanced Research and Education in Singapore (CARES), is a collaboration between Nanyang Technological University (NTU) and the University of Cambridge. CLIC is a flagship programme in the Science of Learning to harness advancements in neuroscience to develop cognitive training programmes for the improvement of lifelong flexible learning, focusing initially on adolescents and young adults, but also envisaging work with infants and older adults. This is a strategic global initiative for the Universities of Cambridge and NTU that brings together multidisciplinary expertise from over 30 investigators in the areas of Neuroscience, Psychology, Linguistics and Education across the two universities.

Nanyang Technological University is a research intensive university currently ranked 13th globally and placed 1st amongst the world’s best young universities. The University has Colleges of Engineering, Business, Science, Humanities, Arts, & Social Sciences, and an Interdisciplinary Graduate School. Further, the new Lee Kong Chian School of Medicine benefits from a dual campus located at Novena, in close proximity to the Singapore city centre. The Cognitive Neuroimaging Centre (CoNiC) houses state-of-the-art neuroimaging facilities including a newly installed 3T MRI scanner and MEG, as well as new EEG, NIRS, TMS and tDCS equipment.

The first phase of the CLIC program will initially be housed at Nanyang Technological University, Singapore. As the programme progresses, other sites will be developed to meet the needs of the experimental programme. The new CLIC research centre will provide a vibrant, fast-paced, international and interdisciplinary environment with excellent opportunities for skills development and knowledge exchange between partner Principal Investigator labs in Singapore and Cambridge.

The Principal Investigators involved in the first phase of the research programme include:

From Cambridge: Director Professor Zoe Kourtzi (Psychology), Senior Scientific Advisor Professor Trevor Robbins (Psychology), Deputy Directors Professor Henriette Hendriks (Linguistics), Professor Anna Vignoles (Education), and Imaging Lead - Professor John Suckling (Psychiatry); supported by co-Investigators Prof Barbara Sahakian (Psychiatry) and Dr Michelle Ellefson (Education).

From NTU: Director Professor Annabel Chen (Psychology), Deputy Director Asst Prof Victoria Leong (Psychology), Imaging Lead - Professor Balázs Gulyas (LKCMedicine), and Principal Investigators Professor David Hung (NIE), Asst Prof Bobby Cheon (Psychology) and Assoc Prof Georgios Christopoulos (Nanyang Business School); supported by co-Investigator Dr Teo Chew Lee (NIE).

The CLIC program is seeking one full-time Research Support Administrator for a two-year term (with potential opportunities for reappointment). The successful candidate will support the manpower, logistics, finance, and research grants for Centre for Lifelong Learning and Individualised Cognition (CLIC).
The responsibilities of the position include:

1. **Centre Planning and Development**
   - Assist with manpower and research planning and development of the Centre; contributing to the Centre’s strategic goals and growth in line with its mission and vision statements
   - Assist with evaluating, projecting, re-forecasting and proposing the Centre’s budget for each Financial Year
   - Develop and establish internal protocols and guidelines for research administration (internal and external grants) and daily office operations

2. **Finance and Procurement**
   - Generate Purchase Orders (PO) and Good Receipts (GR), raise Purchase Requests (PR)
   - In-charge of reimbursement claims from the Centre
   - Monitor and manage the Centre’s budget and expenditure
   - Ensure that there are no unauthorized purchases
   - Prepare documents for closing of Financial Year
   - Liaise with NTU Shared Services to procure items which require Invitation to Quote (ITQ)
   - Log assets acquired and disposed
   - Procure and track small-value assets and software licenses
   - Procure and stock take daily office supplies
   - Process invoice and claims

3. **Human Resource**
   - In-charge of business travel requests and claims
   - In-charge of contract renewal recommendations
   - In-charge of ensuring that part-time hires and claims are authorized and within budget (including Contract for Services (CFS))
   - Track staff annual and medical leave days
   - Handle administrative matters related to staff recruitment, induction and leaving service
   - Ensure proper handover of IT resources and any access rights

4. **Grant Administration and Management**
   - Administrator and Verifier of Research Information System (RISE)
   - Update Key Performance Indicator (KPI) and research projects records regularly (i.e. research grants, academic conferences, journal publications, outreach sessions etc.)
   - Ensure adherence to funding agencies’ guidelines for grant application, timely submission, execution and closure
   - Liaise closely with Cambridge Centre for Advanced Research and Education in Singapore (CARES) Administration
   - Liaise independently with local funding agencies and collaborators
   - Liaise with NTU’s Legal Secretariat Office in any formal documentations required

5. **Non-Residing Professionals (NRPs) and Seminars**
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- Oversee planning and logistics, includes budget planning, invitation letters, flight and accommodation arrangements for NRPs, processing of honorarium, coordination of visit schedules, preparation and dissemination of seminar announcements to relevant parties etc.

6. **Ensure smooth running of daily operations**
   - Manage Centre’s role-based e-mail and respond to any queries received
   - Manage incoming/outgoing mail and office maintenance
   - Coordinate Centre meetings and retreats
   - Handle staff enquiries

**Requirements:**

- At least a Bachelor’s Degree with min. 2 – 3 years of relevant experience in administration/project management
- Skilled at Microsoft Office and Adobe
- Good knowledge of contract and financial management
- Excellent planning, organization and management skills. Able to work with large amount of data.
- Excellent written, interpersonal and communication skills
- Flexible and adaptable to ambiguous situations
- Independent yet a good team player
- Good problem-solving skills and time-management
- Keen eye for details

Should you be interested in this position, please click [here](#) to apply.