

**Project Officer (Research Administration Officer)
Nanyang Technological University**

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Posted Aug. 7, 2024, set to expire May 6, 2025

Job Title	Project Officer (Research Administration Officer)
Department	School of Biological Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Aug. 7, 2024
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Biology - General
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Research-Administration-Officer-_R00018060
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Apply By Email	
Job Description	

Join Our Team at the School of Biological Sciences, Nanyang Technological University, Singapore

The [School of Biological Sciences](#) (SBS), part of the College of Science, was established in 2002 with a mission to advance biological and biomedical sciences. At SBS, our research spans various areas, including infectious diseases, immunology, neurodegenerative diseases, telomere biology, and

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genome function. Over the years, SBS has attracted talented individuals from around the world and Singapore to join as scientific leaders and researchers.

Position Available: Project Officer

Join the laboratory of Prof Peter Preiser at the School of Biological Sciences. We are seeking a Project Officer to provide comprehensive support to Principal Investigators (PIs) in managing research grants. This includes pre-award and post-award grant administration, ensuring effective utilization of research funds, supporting lab operations, managing research-related data and publications, and facilitating the planning and execution of research events. The Project Officer plays a crucial role in ensuring the smooth operation of research projects and compliance with institutional and funding agency requirements.

Key Responsibilities

- Provide pre-award and post-award grant support to Principal Investigators (PIs). This includes processing grant applications, ensuring accountability for human resources and expenditures, and maintaining databases related to researchers, grants, publications, and collaborations.
- Offer advisory support to PIs, including managing grant variations and assisting in the effective utilization of research grants.
- Support PI's lab operations, including procurement and compliance with safety requirements.
- Manage the Research Driver exercise by collating publications and updating citation counts.
- Plan and execute research-related events, conferences, and seminars.
- Perform other lab support tasks as assigned.

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Job Requirements

- BSc Degree in biological sciences or related fields.
- Entry level candidates are welcome to apply.
- Highly motivated with the ability to work independently.
- Strong written and verbal communication skills in English - essential for communication with stakeholders
- Good team player.

The College of Science seeks a diverse and inclusive workforce and is committed to equality of opportunity. We welcome applications from all and recruit on the basis of merit, regardless of age, race, gender, religion, marital status and family responsibilities, or disability.

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