

Senior Manager (Digital Skills and Competencies), Centre  
for Digital Enablement  
Singapore Institute of Technology

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Posted Apr. 2, 2025, set to expire Aug. 2, 2025

**Job Title** Senior Manager (Digital Skills and Competencies), Centre  
for Digital Enablement

**Department** Centre for Digital Enablement

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Apr. 2, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Computer/Information Sciences

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498891/senior-manager-digital-skills-and-competencies-centre-for-digital-enablement>

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**Job Description**

## Senior Manager (Digital Skills and Competencies), Centre for Digital Enablement

**Job no:** 498891

**Department:** Centre for Digital Enablement

**Contract type:** Contract

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The Centre for Digital Enablement (CoDE)'s mission is to develop digital skills and competencies for all students and academic staff of SIT as well as to drive digital initiatives related to digital competency development. It works with various stakeholders, both internal and external, in upskilling digital literacy across the organisation through literacy programmes and digital innovation projects.

Reporting to the Director of CoDE, you will be directly responsible for curriculum development, developing the content for various digital literacy programmes, while supporting CoDE's various initiatives to enhance digital literacy and develop digital competencies of SIT's students and academic staff. You will also play a pivotal role in building Artificial Intelligence (AI) and Generative AI competencies as you work with internal stakeholders within the academic group. You will also be expected to work closely with CoDE's Digital Learning Spaces team and external parties to develop and curate digital content as showcases across SIT's Punggol campus.

**Key Responsibilities:**

- Drive the development of new learning content and/or content updates (revamp) for the Digital Competency Essentials (DiCE) university-level and academic staff modules.
- Work with the Digital Skills and Competencies administrative staff to avail learning content available on the Learning Management System.
- Evaluate the learning outcomes of existing learning content and map them to applicable Industry Ready Skills Framework (IRSF) transferable skills and mastery levels.
- Organise industry talks/workshops covering various digital domains.
- Work closely with CoDE's Professional Officers to develop new or update existing Digital Competency Roadmaps (including domain-specific Roadmaps) and Digital Skills and IT Framework (dSITE) modules.
- Lead initiatives and programmes to upskill SIT's student and academic staff population with Artificial Intelligence and Generative AI competencies.
- Review existing DiCE operational processes and make changes towards automating and improving the overall flow of operations.
- Work closely with CoDE's Digital Learning Spaces (DLS) team for cross-division collaboration such as curation and development of digital content showcases for SIT's digital competency corridors initiative.
- Build a strong network of relationships with internal and external stakeholders to promulgate CoDE's digital skills initiatives and endeavours.
- Any other matters as directed by the Director of CoDE.

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**Requirements:**

- A good degree in a technology related field (e.g., Computer Science, Electrical/Electronic Engineering, Information Technology, etc.).
- 8+ years of relevant experience.
- Possess strong time management skills. Demonstrated experienced in both the technical and administrative aspects of project management.
- Candidates with practical experience and comprehensive knowledge of Artificial Intelligence, Generative AI, machine learning and/or other emerging technologies applied within an educational context, particularly in curriculum development.
- Be able to work well in a dynamic environment. Excellent interpersonal skills and ability to work individually or in a team, and with other divisions, including with external parties.
- Enjoy working with students in an educational environment.
- Demonstrate proficiency to stay up-to-date on emerging technologies.
- Innovative mindset and passion in digital technology is required.

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**Advertised:** 02 Apr 2025 Singapore Standard Time

**Applications close:** 31 Jul 2025 Singapore Standard Time

**Contact Information**

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

**Contact**

Singapore