

Project Officer (Clinical Trials & Translational Research)
Nanyang Technological University

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Posted Sep. 18, 2025, set to expire May 6, 2026

Job Title	Project Officer (Clinical Trials & Translational Research)
Department	School of Biological Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Sep. 18, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Biomedical Sciences
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Project-Officer--Clinical-Trials---Translational-Research-_R00021958
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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

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a mission to advance biological and biomedical sciences. At SBS, our research spans various areas, including infectious diseases, immunology, neurodegenerative diseases, telomere biology, and genome function. Over the years, SBS has attracted talented individuals from around the world and Singapore to join as scientific leaders and researchers.

For more details, please view <https://www.ntu.edu.sg/sbs>.

We are looking for a Project Officer to join the Yang Lab at NTU (<https://www.ntu.edu.sg/sbs/Research/lab-pages/yang-mingxiao-lab>). The successful candidate will contribute to an interdisciplinary project evaluating the clinical efficacy and biological mechanisms of traditional, complementary, and integrative medicine (TCIM) interventions for symptom management in cancer populations.

The role will focus on coordinating clinical trials and supporting laboratory operations, bridging patient-centered trial activities with bench-based biospecimen handling and multiomics investigations. Through this work, the candidate will be well-positioned to grow at the interface of clinical and laboratory science, while shaping a distinctive academic and professional trajectory.

Key Responsibilities:

- Coordinate randomized clinical trials, including ethics/IRB application and regulatory compliance
- Manage trial logistics, patient recruitment, scheduling, and follow-up
- Oversee collection, processing, and management of clinical data and biospecimens
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Conduct data entry, curation, quality control, and preliminary analyses

- Oversee laboratory operations, ensuring compliance with institutional and local safety regulations and good laboratory practices
- Manage procurement of equipment, reagents, and consumables
- Train and onboard new research staff and students
- Liaise with clinical collaborators, institutional partners, and external stakeholders
- Support project reporting and documentation for funding and administrative purposes

Job Requirements:

- Bachelor's degree in life sciences, biomedical sciences, public health, social sciences, or related field
- At least 1-2 years of relevant experiences in clinical trial coordination, IRB submissions, or patient-facing research (entry-level candidates with strong interest are welcome to apply)
- Familiarity with biospecimen collection and handling, molecular biology, or omics techniques
- Good written and oral communication skills
- Proficiency in data management, statistical analysis, or clinical research software
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Strong organizational and project management skills

- Excellent interpersonal skills to work both independently and collaboratively within a multidisciplinary team
- Demonstrated interest in integrative medicine, oncology, or translational research

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 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

Singapore