



ASSISTANT DEPARTMENT HEAD, HUMAN RESOURCES

DIOCESAN CENTRAL ADMINISTRATION

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The Anglican Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

We are recruiting an Assistant Department Head, Human Resources (AHOD) to join our team. The incumbent needs to possess HR management experience, be able to formulate, implement and refine HR policies and procedures. In addition, the AHOD will support the Head of Department to guide a team in administering the full HR functions such as benefits administration, compensation, recruitment, etc.

DUTIES & RESPONSIBILITIES

- Assist the HOD to guide the team in administering the full HR functions
- Formulate policies and processes
- Assist the HOD to guide the team in executing the full HR functions
- Ensure compliance to employment laws and statutory obligations

REQUIREMENTS

- Diploma / Degree in HR or a related discipline is preferred
- At least five (5) years of HR experience (having supervisory experience will be an advantage)
- Strong knowledge of government regulations and HR best practices
- Excellent people skills
- Mature, proactive, meticulous, and resourceful

Salary will commensurate with qualifications and work experience.

Please apply to hr@anglican.org.sg with your updated resume, expected salary and notice period.

Only shortlisted applicants will be notified.

Closing date: 31 July 2023