



HUMAN RESOURCES EXECUTIVE/ SENIOR EXECUTIVE (HR DEPARTMENT)

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.

DUTIES & RESPONSIBILITIES

Reporting to the Head, HR, you will be part of our dynamic team to manage, maintain and enhance DCA's HR administration. You will be involved in the several areas of the HR support, including recruitment, onboarding, appraisals, administering HR policies etc.

You will also be required to provide HR administrative support to the priests in the Diocese.

Training will be provided to successful candidates.

REQUIREMENTS

- Diploma / Degree in HR or a related discipline is preferred
- At least two to three years of HR experience
- Basic knowledge of government regulations and HR best practices
- Excellent people skills
- Proactive, meticulous, and resourceful

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

Only shortlisted applicants will be notified.