



## IT AND OPERATIONS

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## 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

- Upkeep listing of hardware
- Manage software/application & vendor listings
- Assist in User Support (onsite and remote) in workstation, emails server, firewall/security, network & printer
- Manage IT Securities (Passwords and Acceptable Use)
- Assist in liaison with vendors
- Support in installation & trouble-shooting Office Suite and other applications (ZOOM account, Adobe Acrobat, Google Apps, Jotform, etc.) when required
- Office procurement
- Assist with developing policies, proposals etc.
- Support ad-hoc maintenance and events

#### REQUIREMENTS

- At least 5 years of IT experience including IT infrastructure planning and operations.
- Good communication and interpersonal skills.
- Able to think logically and demonstrate strong analytical and problem-solving skills.

Salary will commensurate with qualifications and work experience. Training and mentoring will be provided on the job.

Please apply to [hr@anglican.org.sg](mailto:hr@anglican.org.sg) with your updated resume, expected salary and notice period.

**Only shortlisted applicants will be notified.**