



HUMAN RESOURCE EXECUTIVE

DIOCESAN CENTRAL ADMINISTRATION

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5-Day Work Week (Full Time Position)

ABOUT DIOCESAN CENTRAL ADMINISTRATION

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.

Reporting to the Head of HR, you will be part of our dynamic team to manage, maintain and enhance DCA's HR administration.

DUTIES & RESPONSIBILITIES

Recruitment & Work Passes

- Administer the end to end hiring process i.e. posting of recruitment advertisement, shortlist candidates, organise interviews, etc.
- Submit work pass applications and renewals

New Hire Onboarding & Exit (Offboarding)

- Onboarding: pre-employment check-up, insurance enrolment, orientation, etc.
- Offboarding: employee last salary, prepare letter of certificate, conduct exit interview, dispose personal data according to retention policy.

Annual Appraisal Review

- Support Head, HR to run the annual appraisal cycle
- Ensure that job descriptions are up-to-date



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DUTIES & RESPONSIBILITIES (CONT.)

HR Policies, Processes & Operations

- Maintain e-Leave & Employee HR system (HRMS)
- Update staff movements database and changes in HR database
- Statutory returns/submissions
- Insurance Administration
- Provide HR advice and guidance to churches

Other Duties

- Organise bonding activities, etc.

REQUIREMENTS

- Diploma / Degree in HR or a related discipline is preferred
- At least two to three years of HR experience
- Knowledge of government regulations and HR best practices
- Excellent people skills
- Proactive, meticulous, and resourceful
- Working rights required for this role

Salary will commensurate with qualifications and work experience.

Please submit your application with updated resume to hr@anglican.org.sg indicating your notice period and expected salary.

Only shortlisted applicants will be notified.