



HUMAN RESOURCE EXECUTIVE

DIOCESAN CENTRAL ADMINISTRATION

HUMAN RESOURCE EXECUTIVE 5-DAY WORK WEEK (FULL-TIME POSITION) DIOCESAN CENTRAL ADMINISTRATION

The Diocesan Central Administration (DCA) serves as the engine room for the Bishop of Singapore, overseeing governance and administration for entities under the Diocese of Singapore. We provide strategic guidance and support to parishes in human resources, finance, membership, secretariat policies, and church operations, ensuring compliance with both government and diocesan standards. As the central hub for publicity campaigns, we amplify the reach of diocesan and parish initiatives. DCA also provides guidance and oversight on major infrastructural projects, ensuring governance and accountability while supporting parishes in their operations. Through our work, we uphold the mission of the Diocese by fostering excellence in church administration and governance.

Why Join Us?

- **Purpose-driven work**
 - Contribute to a mission that supports the churches and impacts communities.
- **Collaborative team culture**
 - Work alongside dedicated professionals who value integrity, stewardship, and excellence.
- **Professional development**
 - Receive training and mentoring to grow in your career.

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 certification, conduct exit interview, dispose personal data according to retention policy etc.



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DUTIES & RESPONSIBILITIES (cont'd)

Annual Appraisal Review

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

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

We are a Christian organization and the candidate is expected to conform with religious beliefs and practices of our Christian faith. All employees will be required to attend meetings held where “religious rites” will be conducted, including the need to say prayers or be engaged in Church service. We seek this information to have a better understanding of the amount of onboarding needed for you to understand the Christian environment.

Salary will be commensurate with qualifications and experience. Training will be provided. Please submit your application with an updated resume to hr@anglican.org.sg, indicating your notice period and expected salary.

Only shortlisted applicants will be notified.