



ORCHARD ROAD PRESBYTERIAN CHURCH THE PRESBYTERIAN CHURCH IN SINGAPORE

Orchard Road Presbyterian Church (ORPC) is a family-oriented church with members from all over Singapore. We are a multi-generational church with 1000+ worshippers from all walks of life. Founded in 1856, our Church has a history which spans over 165 years. It is centrally located next to the Dhoby Ghaut MRT interchange.

We are prayerfully seeking a suitable individual to provide digital and IT support to our church.

POSITION: IT EXECUTIVE / IT ASSISTANT MANAGER

Reporting to the Church Office Manager, as an IT Executive / IT Assistant Manager, you will be responsible for overseeing and managing the digital and IT operations of the church. The position designation will depend on the experience of the individual we recruit. You will work closely with the pastoral, admin, and lay leaders. You will manage and optimize the church's digital platforms, systems, and infrastructure to enhance productivity, efficiency, and performance.

DUTIES AND RESPONSIBILITIES:

- a) Develop and implement IT policies, procedures, and best practices to ensure data security, system stability, and operational efficiency. Provide technical support and resolve IT-related issues in a timely manner.
- b) Work with external vendors, partners, and agencies to manage digital and IT-related projects, services, and contracts. Evaluate and select vendors based on their expertise, capabilities, and cost-effectiveness. Monitor vendor performance and ensure compliance with contractual agreements.
- c) Foster a positive work culture that encourages collaboration, creativity, and continuous learning.
- d) Liaise with various ministries on their expenditure of digital and IT.
- e) Keep and update a record of the church Digital, AV and IT assets and equipment listing including coordinate periodic physical verification of assets and monitoring of items for write-off. Check and verify the accuracy of all invoices and claims for payments for purchased digital and IT services.
- f) Assist in the effective and efficient running of the church office and sharing in some of the general office duties as assigned.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- a) Bachelor's degree or diploma in Computer Science, Information Technology, or related field.
- b) At least 5 years of relevant experience in IT management, preferably in an enterprise environment.
- c) Good knowledge of digital marketing principles, platforms, and tools, including website development, social media management would be advantageous but not mandatory.
- d) Good understanding of IT infrastructure, systems, and security.
- e) Project management skills, with the ability to plan, execute, and monitor projects.



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- f) Good communication and interpersonal skills, with the ability to collaborate and communicate effectively with stakeholders.
- g) Leadership skills, with the ability to motivate, inspire, and guide a team towards achieving common goals.
- h) Ability to adapt to a fast-paced, changing environment and drive innovation and change. Professional certifications in digital marketing, IT management, or related fields are a plus.

OTHER REQUIREMENTS:

- a) Comfortable and discrete in handling confidential and sensitive information (PDPA).
- b) Committed to standing as a moral and upstanding representative of the church community.

Please send your full resume to:

**Orchard Road Presbyterian Church
3 Orchard Road
Singapore 238825**

Attention: Diane Tee, Church Office Manager

or email to her at dianetee@orpc.org.sg

Only shortlisted candidates will be notified.