

# Digital Transformation and Systems

The incumbent supports the growth and reach of Focus on the Family Singapore by optimising technology systems and operations to support our digital initiatives.

## Responsibilities

- Manage operations support to IT Systems including IT infrastructure, software functionality and network related issues.
- Assist Lead, Transformation to develop and implement digital/data/cybersecurity policies and governance to support digital efforts by Focus. This involves active participation in organisation-wide system checks, audits and support for Enterprise Risk Management efforts.
- Oversee the set-up, configuration & implementation of new IT Systems.
- Monitor performance of IT Systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Acquire & procure technology (software or hardware) that meets the digital needs of Organisation.
- Provide documentation of all processes and training as required.
- Evaluate IT vendors solutions for fit with IT needs and IT infrastructure, and subsequently onboarding and managing IT vendors.
- Undertake any other projects and activities as directed by Transformation Lead, Chief Growth or CEO.

## Requirements

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
- Strong critical thinking and decision-making skills
- Proven ability to assess business needs and translate them into relevant solutions
- Firm grasp on IT infrastructure and operations best practices
- Strong understanding and knowledge of the principles and practices associated with database maintenance and administration
- Excellent project management skills and strong ability to prioritize
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems

## **Office Hours**

- 9:00am – 6:00pm (with an hour for lunch) from Mondays to Fridays.
- Options available for Flexi-Work Arrangements.

## **Compensation & Benefits**

- This is a contract position renewable annually or with opportunity to be converted to a permanent headcount role.
- Salary commensurate depending on experience and qualifications.
- Candidate will be entitled to leave, insurance and all other employment benefits in accordance with the policies set by the organisation.

## **Application Process**

Closing date for all applications is 31 July 2023. Interested applicants are encouraged to explore our website to gain a better understanding of our purpose and working culture. To apply, please send your Application Form and CV to **hr@family.org.sg**. We regret to inform that only shortlisted applicants will be notified.