



The Council for World Mission (CWM) is a worldwide partnership of Christian churches and organizations. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally in their countries.

About this Role:

The **IT Executive** reports to the Mission Secretary- Communications and works with all CWM staff on a daily basis. This role is based at the Council for World Mission (CWM) Headquarters, in Singapore.

Purpose: Governance of CWM's technological systems, provide and maintain the IT infrastructure, assists the operational units to enhance productivity with the technology employed.

Key Roles & Responsibilities:

- 1) Manage information technology and computer systems including implementing database and network designs, installing and upgrading software, ensuring systems security and troubleshooting computer issues
- 2) Plan, organize, control and evaluate IT and electronic data operations
- 3) Design, develop, implement and coordinate systems, policies and procedures
- 4) Ensure security of data, network access and backup systems
- 5) Implement and manage the IT policy for organization
- 6) Act as the Assistant Data Protection Officer and ensure that IT systems and processes are compliant with Personal Data Protection Act
- 7) Act in alignment with user needs and system functionality to contribute to organizational policy
- 8) Identify problematic areas and implement strategic solutions in time
- 9) Audit systems and assess their outcomes
- 10) Preserve assets, information security and control structures
- 11) Handle annual IT budget and ensure cost effectiveness
- 12) Assists with admin work coverage when required
- 13) Any other duties as may be assigned by MS-Comms

Required Skills and Experience:

- At least 5 years' relevant IT experience in a customer focused environment
- Tertiary level education or Postgraduate certification in closely-related fields is desirable
- Ability to work with discretion and maintain confidentiality in relation to all matters relating to the office
- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Excellent communication skills with peers of all levels up to senior management
- Ability to work largely on own initiative with excellent time-keeping skills
- Positive and friendly personality
- An ability to demonstrate a personal alignment with CWM's core values and the ethos of partnership in mission

How to Apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org, or mail your details to the HR Manager at **Council For World Mission LTD**, 114 Lavender Street #12-01, CT Hub 2, Singapore 388729. Thank you!