



Information Technology Manager

Reports to: Head (Infrastructure)

Purpose: The Information Technology Manager oversees the development, implementation, maintenance and use of technology to support and further ministry at Gospel Light Christian Church. He or she is responsible for day-to-day operations of information and telecommunication systems, directing all IT operations, providing support and maintenance of existing technology and development of new technical solutions.

- (1) Responsible for hands-on, day-to-day building-wide IT operations
- (2) Oversee technical projects in alignment with organizational goals
- (3) Preserve assets by implementing disaster recovery and back-up procedures and information security and control structures
- (4) Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements
- (5) Accomplish financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action
- (6) Research and implement new technologies, upgrades and equipment
- (7) Responsible for the management, maintenance and purchase of all IT equipment including computers, software and phone systems
- (8) Serve as the technical and IT adviser for all church departments / leaders including inculcation of information security culture through training and education
- (9) Assist with the oversight and training of church database
- (10) Work closely with risk management as well as audit teams in maintaining IT oversight, especially in the area of cybersecurity.
- (11) Work closely with the IT Sub Comm team to protect the security and system integrity of the church systems.

Requirements: Has at least 5 years of relevant experience, cloud computing knowledge is a plus
Excellent analytical and problem-solving skills with keen attention to detail
Strong communication skills with the ability to explain IT related topics in layman terms
Ability to work independently as well as in a team environment
Ability to multi-task and meet task deadlines/timeline requirements
Advanced computer hardware and software knowledge and skills

TEL + 65 6386 6702 | MOB + 65 9117 6000 | FAX + 65 6386 6703 | EMAIL shine@gospellight.sg | ADDRESS 39 Punggol Field Walk, Singapore 828753

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Other Expectations: Exhibits professionalism and a conscientious work ethic
Willingness and ability to work at a fast pace with composure and flexibility
Awareness of the need for confidentiality
Endorse and support the local church and her mission.

Organization Chart

