About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the Archdiocese of Singapore's official umbrella body for overseas humanitarian aid and disaster relief across Asia. We unite the Catholic community to love and serve regional neighbours in crisis. If you are driven by frontline impact, join us to deliver urgent assistance and transform lives where compassion meets action.

Executive, IT & Administration

- **Reports to**: Finance and Admin Mgr
- **Experience Required**: At least 1-2 years in the social, humanitarian, community, or non-profit sector (strong volunteer leadership considered)
- **Role Type**: Full-time

The IT & Administration Executive plays a key role in ensuring the smooth and secure operation of CHARIS's IT infrastructure, managing website updates and maintenance, ensuring compliance with the Personal Data Protection Act (PDPA), and providing essential administrative support across the organization. This position supports staff productivity, communication, data management, and operational efficiency.

Key Responsibilities:

1. IT Support & Infrastructure
    - Manage and maintain all IT systems, including hardware, software, networks, and cybersecurity measures.
    - Provide end-user technical support and training to staff.
    - Ensure data security and implement backup procedures.
    - Coordinate with external IT vendors and service providers.
    - Keep IT inventory and licensing records up to date.
    - Troubleshoot and resolve technical issues promptly.

2. Website Management

- Update, maintain, and optimize the CHARIS website to ensure accurate, timely content.
- Coordinate with external web developers or vendors as needed.
- Ensure website security, functionality, and user experience are consistently maintained.
- Support digital initiatives that enhance CHARIS's online presence. PDPA Compliance
- Implement and monitor policies and procedures to ensure compliance with Singapore's Personal Data Protection Act.
- Conduct regular reviews and audits of data handling and protection practices.
- Train staff on PDPA requirements and data privacy best practices.
- Address data privacy breaches promptly and coordinate corrective actions.

Digital Productivity Tools

- Evaluate AI-powered tools and solutions to enhance organizational productivity, efficiency, and service delivery.
- Support staff in the effective and responsible use of AI tools such as Microsoft Copilot, ChatGPT, and other approved applications.
- Develop guidelines and best practices for the ethical and secure use of AI technologies in compliance with PDPA and organizational policies.
- Identify opportunities to automate administrative and operational processes using digital solutions.
- Conduct knowledge-sharing sessions to improve staff adoption of AI-enabled productivity tools.

Administrative Support

- Manage day-to-day office operations and administration.
- Maintain records, filing systems, and organizational databases.
- Assist with scheduling meetings, events, and communication logistics.
- Support procurement and vendor management for office supplies and services.
- Facilitate internal communications and document sharing systems.
- Assist with compliance documentation and reporting requirements.

Qualifications & Skills:

- Diploma or degree in Information Technology, Computer Science, Business Administration, or related field.
- Proven experience in IT support, website management, data privacy compliance (PDPA), and office administration, preferably within NGOs or small-to-medium organizations.
- Good knowledge of IT systems (Windows/Mac OS), networking, cybersecurity, website platforms (e.g., WordPress or other CMS), and software applications (e.g., Microsoft Office, Google Workspace).
- Strong organizational and multitasking skills with attention to detail.
- Ability to troubleshoot technical and administrative issues independently.
- Excellent communication skills and a collaborative mindset.
- Discretion and responsibility in handling confidential and personal data.
- Proactive, responsive, and solution-oriented
- Able to work effectively both independently and collaboratively within a small, mission-driven team.

Contact Us

Please submit your CV, including last drawn salary and expected salary to hr@charissingapore.org by **31 December 2026.** Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at:

- www.charis-singapore.org
- www.facebook.com/CHARISingapore