

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Head of IT
Department	Corporate Services
Reporting To	COO/CFO
Subordinate(s) (if applicable)	N/A

Overall Job Objectives:

Primarily responsible in meeting STPI's Information Communications Technology (ICT) needs in areas such as project management of applications/portals, Information Technology infrastructure, networks and security and desktop support service. He/She is responsible for all related policies, procedures and reporting to ensure good corporate governance and controls. He/She should work closely with and support all stakeholders in the Digital Transformation in the organization.

Core Responsibilities:

- Work with various stakeholders from different key levels to provide strategic IT direction for STPI
- Oversee the planning, designing, budgeting, procurement and implementing of various IT projects to meet STPI's IT strategy plan
- Oversee and manage external IT vendors
- Develop and maintain strong and good relationship with internal and external stakeholders including partners and vendors
- Work with various stakeholders to identify digital technology and platform services strategies that will support the different functional areas within STPI
- Provide advice, innovative solution, support and training on all IT, security and digitalization related matters
- Identify business needs and requirements, lead the project planning, develop business case, manage project delivery, conduct user acceptance testing and monitor post implementation benefits in close consultation with various stakeholders
- Oversee IT infrastructure including IT assets and ensure optimum performance of systems and network
- Oversee the deployment, monitoring, maintenance, development, upgrade and support of all IT systems
- Manage day-to-day operational support and the related vendors for the digital and platform services
- Enforce good internal control practices, programs and initiatives to ensure a safe and secure ICT environment
- Establish clear ICT and Data related policies/guidelines and processes to safeguard data integrity and governance
- Identify strengths, weaknesses, opportunities, and threats and identify appropriate actions to solve problems and enhance delivery
- Oversee Business Continuity Planning (BCP) and Disaster Recovery Exercises to support the delivery of resilient IT services
- Conduct in-house briefing and training as required

Requirements:

- Degree in Information Technology, Computer Science, Computer Engineering or equivalent
- Minimum of 10 years of relevant working experience in IT management position
- Experience in managing contracts, vendor and project management
- Experience in managing multiple applications / infrastructure & data platforms and delivering innovative technology initiatives
- Excellent stakeholder management experience
- Experience in business transformation and digital implementation will be an advantage
- Effective written, verbal communication and presentation skills

Key Deliverables:

- Successful implementation of corporate IT initiatives that support the strategy and goals of the organization