



ST. ANDREW'S AUTISM CENTRE

1 Elliot Road
Singapore 458686
www.saac.org.sg
enquiry@saac.org.sg
T: 6517 3800 | F: 6517 3801

St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

EXECUTIVE, INFORMATION TECHNOLOGY ST. ANDREW'S AUTISM CENTRE

JOB DESCRIPTION

- Responsible for all end user computing (EUC) devices, including hardware and software, at SAAC and SAAH. This includes procurement, inventory management, maintenance (such as update of patches, clean-up of computers, etc.) and disposal.
- Responsible for all AV systems including projectors and digital signboards at SAAC and SAAH.
- Responsible for issuing and collection of computers/laptops to new hires or resignees.
- Work with Finance to perform Asset Tagging of all IT equipment.
- Responsible for 1st level end-user support. Guide users to report issues through Group IT Helpdesk if necessary for more complex issues. In-charge of the user pass words for users not using the Self Service PRP system.
- Responsible for granting file folder access rights to respective departments and to send print volume reports to the printer vendor.
- In the absence of a Group IT representative, to usher any vendors/external parties to access the IT equipment and IT room (Server room, Network room and Library Rack).
- Install any adhoc software needed by the users and work closely with Group IT on the technical support.
- Enforce Group IT policies and SOPs and facilitate/conduct any IT-related training.
- Assist with any other tasks as required



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JOB SPECIFICATIONS

- Diploma/Degree in Computer Sciences, Information Systems or equivalent
- Minimum 2 years of relevant experience
- Desktop Hardware and Software skills and familiarity with Microsoft desktops, servers and Office
- Familiar and hands-on experience in web master roles and software applications setup

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.