

Position: Ministry Manager (Regional Office), LHM Singapore

Reporting to the President, Asia Ministries, this role involves the implementation of ministry strategies for LHM Asia to achieve missional impact aligned to LHM's global vision and mission. You will play a key role in assisting the President to accelerate and advance the thrust of the Gospel mission in Asia by collaborating with the Country Directors of LHM Asia. LHM Asia is headquartered in Singapore and currently oversees 12 ministry centres in 11 countries, with plans for expansion in the coming years.

Key responsibilities include:

- **Regional Office Management**

Implement LHM's global business administration policies and structure at a regional level.

- Ensure compliance reports and filings relating to the local registration are submitted in a timely fashion.
- Ensure monthly reports with supporting documents are completed and submitted to headquarters in a timely fashion.
- Ensure proper documentation and accurate book-keeping of all income and expenses.
- Manage contractual and partnership agreements to deliver stated outcomes.
- Serve as second signatory on payment transactions for internal control purposes in Singapore.

- **Resource Management**

Oversee the allocation and effective utilisation of resources, including budget, personnel, inventory and material output of each Ministry Centre.

- Assist with the review of ministry center budget requests, confirming accuracy of data being submitted.
- Assist with the review of planning guides, confirming that requested amounts support the budget being requested.
- Manage global standards for support systems, including IT, IP licensing, branding standards, human resources, etc.
- Oversee the schedule and effective completion of yearly internal operational audits for the ministry centers.
- Standardise operational procedures, systemize work processes and synergise resource utilisation across all Ministry Centres.

- **Strategic Planning**
Assist with the review of ministry centre goal setting, relative to current progress towards goals to align with LHM's global goals and objectives.
- **Policy Alignment**
Follow all LHM Global SOPs and LHM Employee Handbook policies and procedures.
 - Create and maintain policies and guidelines that govern each Ministry Centre's operational management practices, aligned with LHM's global policies and guidelines.
- **Constituent engagement**
Follow LHM Global SOPs on constituent engagement that could involve gathering input, co-creating programs and services with constituents as well as empowering them to establish and achieve mutually agreed outcomes.
- **Other duties as assigned**

To succeed in this role, you need to have deep compassion for the unchurched and unsaved backed by a strong background in ministry, leadership and change management skills. You are an effective communicator (verbal and written) with good analytical and organisational skills. You are culturally aware and sensitive and keep up to date with current events, trends and concerns that may impact the advancement of the Gospel in Asia.

*For enquiries and application, please write and send your Resume to:
Mr. Bryan Tay, President, Asia Ministries [email: bryan.tay@lhm.org].*