



**POSITION:** IT & WEB ADMINISTRATOR  
**REPORTING TO:** OPERATIONS MANAGER  
**HIRING ENTITY:** EUANGELION TRAINING AND SERVICES SDN BHD

**NATURE OF WORK:** IT and Web administration support  
**WORKING DAYS:** Full Time

### **Purpose of our ministry**

The aim of KVBC and CEP is to encourage godliness through expository bible teaching and the mission of Equip is to prepare Christians for works of Gospel-centred ministry, in partnership with local churches, through Biblical, theological and practical training.

### **Key requirements:**

- A committed follower of our Lord and Saviour Jesus Christ
- A contributing member of a local church
- Subscribes fully to the objectives and statement of belief of KVBC Trust and Equip.

### **Key responsibilities:**

We are seeking a full time IT & Web Administrator to join our team. You will be supporting and maintaining a wide variety IT and website requirements for the organisation. To be successful in this position, you are to be a self-starter, with apt IT skills and knowledge to support the current and future IT and web requirements for the organisation to function efficiently and provide accurate and relevant information for our users and the Christian community.

### **IT**

- Maintain Salesforce and stay updated on the platform's new tools, capabilities, and updates.
- Maintain and assist with creation of courses on Equip Online Learning System (Moodle).
- Oversee and maintain the organisation websites ([equip.org.my](http://equip.org.my), [kvbctrust.org](http://kvbctrust.org), [cep.kvbctrust.org](http://cep.kvbctrust.org))
- Set up accounts for new users on Microsoft.
- Provide technical support across the company.
- Install, configure, and maintain computer hardware, software, systems, networks, printers, and scanners.

### **Events**

- Organise and man stalls at conferences when required.
- Assist with the distribution of promotional materials at courses and events.
- Attend monthly meetings and other meetings as instructed by Operations Manager.
- Other tasks as determined by the Operations Manager.

## PERSON SPECIFICATION

**Job Title: IT & WEB ADMINISTRATOR**

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Diploma and above in the IT field (or equivalent)</li> <li>• Strong English language skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Salesforce &amp; Microsoft</li> <li>• Website skills with WP and similar Web platform</li> </ul>
<b>PROVEN ABILITIES</b>	<ul style="list-style-type: none"> <li>• Understanding of the evangelical church</li> <li>• Skill in IT and web knowledge</li> <li>• Understanding of organization needs</li> </ul>	
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills (English)</li> <li>• Ability to work under pressure</li> <li>• Ability to work independently and in a team</li> <li>• Fast Learner</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed Christian</li> <li>• Faithfulness</li> <li>• Team player</li> <li>• Tactful/diplomatic</li> <li>• Maintains highest integrity</li> <li>• Good interpersonal skills</li> <li>• Flexible approach to work</li> <li>• Professional</li> <li>• Self-starter / Independent – ability to work on own initiative</li> </ul>	