



Job Title: Assistant Director, Network Infrastructure, IT (Contract)

Great ideas do not discriminate, and anyone can have them. Given the right protection and support, a great idea can become a powerful brand, a transformative technology, an innovative process or design, or even a song or story that moves one's soul. Housing Singapore's largest community of intellectual property (IP) experts, the Intellectual Property Office of Singapore (IPOS) understands better than anyone how important it is to protect ideas and creations for now and for the future. We leverage our deep technical, legal and business expertise to help innovative enterprises grow, through their intangible assets, including IP, from Singapore, through Singapore. We catalyse the ideas of today, into the assets of tomorrow.

About IPOS International

IPOS International (IPOS Intl) is a private limited company fully owned by IPOS, committed to building Singapore's future growth as a global hub for intellectual property creation, protection and management. We serve the public sector, investors, private enterprises, not-for-profits, service providers and individuals through patent search and analysis, training and IP management services. Together, we amplify creativity and enable innovation, to realise tangible economic and social value from intangible assets.

How you can contribute

We are seeking an experienced and dynamic **Assistant Director of Network Infrastructure** to lead our network infrastructure team and manage outsourced facilities management (FM) and end-user computing devices (EUCD) services. The ideal candidate will be responsible for steering the success of network infrastructure projects, aligning them with our company's strategic objectives while ensuring they are delivered on time, within budget, and in compliance with our governance framework.

As the Assistant Director of Network Infrastructure, you will play a pivotal role in shaping the network infrastructure landscape of our organisation. You will lead a team of network professionals and manage outsourced vendors to ensure seamless operations and robust network performance. Your expertise will guide the development and implementation of network solutions that support our business goals, emphasising security, resilience, and technological innovation.

Job Responsibilities

- To manage and provide support for servers, network, ICT security, desktop and operations effectively in a Windows-based environment.



- To manage vendors and ICT contracts to ensure that vendors meet contractual obligations.
- To work with users to study business and application specific requirements, review organisational ICT infrastructure as well as design and implement the ICT architecture to meet current and future requirements.
- To support in the design, management, and enhancement of the corporate ICT infrastructure.
- To support the ICT strategic review, identifying and exploiting suitable technologies, strategies and solutions to meet organisation needs.
- To support in developing solutions/architectures based on technology trends and standards, to exploit new and emerging technologies and products to meet present and future business needs.

Job Requirements

- Bachelor's degree in Information Technology, Computer Science, or a related field;
- Proven experience in Information Technology, with more than 5 years of relevant experience in network infrastructure management, including project management, vendor management, and team leadership.
- Strong knowledge of network technologies, security protocols, and IT governance frameworks.
- Experience with cloud computing, virtualisation, technology refresh, EUCD and network management tools.
- Exceptional communication and interpersonal abilities to interact effectively with all levels of the organisation.
- Due to the nature of the project, the selected candidate will be required to be physically present in the office most of the time to ensure effective collaboration and project oversight.

Are you the one? Please write to us if you have/are:

- A team player and great collaborator, with a strong commitment to the team's success.
- Service-oriented with good interpersonal and problem-solving skills.
- A strong communicator who is organised, meticulous and able to multitask with excellent project management skills.
- Experience in managing outsourced IT service providers would be an advantage; and
- Willing to work hard and under pressure in a dynamic and challenging environment.

To apply for this position, please email your CV to careers@iposinternational.com

