Open *Doors* International is looking for an

IT GOVERNANCE OFFICER

0.8 FTE, Permanent

NOVEMBER 2026

HELP GLOBAL IT WORK WITH CLARITY, CONSISTENCY AND PURPOSE.

We are looking for an IT Governance Officer to help strengthen the effective operation and continuing maturity of Global IT.

This varied coordination role sits at the heart of our international IT function. You will help ensure that reliable information, clear processes and effective governance support good decision-making across IT services, projects, risk, finance, suppliers and compliance. You will bring order and clarity to complex information, help colleagues follow through on decisions and actions, and identify practical ways to simplify processes and improve how we work together.

You will work with colleagues across Open Doors, including IT leaders, service and product owners, project managers, Finance, Data Governance, cybersecurity, privacy and compliance colleagues, and external suppliers and partners.

KEY RESPONSIBILITIES

- Coordinate and continually improve proportionate IT governance and service management processes across ODI-IT.
- Maintain accurate governance records, including service, risk, project, supplier, contract and action information.
- Coordinate service management activities, reviews and reporting, ensuring documentation is current, accessible and clearly owned.
- Coordinate financial, supplier and portfolio information, highlighting key risks, dependencies, decisions and actions.
- Support security, data protection and compliance activities, including audits, reporting and follow-up.
- Produce clear management information and build effective relationships across Open Doors and with suppliers to support accountability and continual improvement.

Open Doors is an international, interdenominational organization that supports Christians who are persecuted for their faith.

Open Doors International supports the worldwide organization with services such as Communications, Marketing, People & Culture, Advocacy, IT, Program Management, Finance and Global Research by working in a service-oriented way with teams and colleagues in countries with an Open Doors Development or Field office.

Our global IT team of 25 members, is allocated around the world and supports about 2,000 users worldwide and is comprised of the following teams: Service Delivery, Value Delivery, SW Development, and Infrastructure.

YOUR PROFILE

- A committed and practising Christian, able to affirm the Open Doors Statement of Faith and our vision, mission and Core Values.
- Relevant experience in governance, service management, project coordination or a similar technology/data-focused role.
- Highly organised and accurate, with the ability to manage competing priorities and follow through on actions.
- Able to turn information into clear, useful management reporting.
- Strong communication skills and confidence working across technical, non-technical and cross-cultural teams.
- Competent in Microsoft 365, with integrity and discretion when handling sensitive information.

Desirable: ITIL/service management training or relevant experience in service, risk, contract or portfolio management.

OUR OFFER

Working at Open Doors means that you are actively involved in serving the worldwide Persecuted Church. We offer you a versatile position in an international environment, a professional team and the opportunity to show your added value. As a global organization we are used to combining working from home with working from the office and to have flexible working hours.



INTERESTED?

Please send your email with your resume and short motivation in English to Open Doors International via **vacancy@od.org** by 27th November 2026.

If you have questions about the position, you can contact us via this email address. We will review applications on a rolling basis.