



Inclusive society. Enabled lives.

SG Enable is an agency dedicated to enabling persons with disabilities. We assist persons with disabilities and their caregivers/families to live more enriching and independent lives through empowering them via timely access to information and referral services, grants and support schemes, as well as enhancing their employability and employment opportunities. We also engage the community, stakeholders and public to bring about changes for persons with disabilities to become integral members of an inclusive society.

We are looking for energetic and dynamic individual to join us in this journey as:

Assistant Manager, Employment Services

OVERALL JOB RESPONSIBILITY

You will work with the team to develop and execute strategies relating to sustainable employment of our clients who are persons with disabilities. You will work closely with persons with disabilities, employers, Social Service Agencies (SSAs) and other stakeholders to facilitate sustainable inclusive hiring practices, job development and enhancing employability of clients. You will also support Department Heads of Employment and Employability division to execute programmes in support of SG Enable's objectives to boost the employability of PWDs.

DUTIES & RESPONSIBILITIES

Grant Administration

- Work with relevant government ministries and agencies to secure and prepare funding package
- Engage and maintain rapport with various stakeholders and partners regarding funds disbursement and service delivery improvement processes
- Monitor and track utilisation of funds disbursement and key performance indicators according to funders' requirements
- Ensure timely and accurate submission of report before processing of grant disbursements to partners

Client servicing

- Work closely with partners and stakeholders through different engagement platforms to develop strategy in enhancing employability of clients
- Attend to enquiries received via phone calls, walk-in and emails and handling of referrals from various Government agencies/stakeholders
- Prepare and provide support in updates/reporting to funders, budget and presentations to relevant stakeholders

- Any other duties assigned

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Degree in any discipline, Accountancy, Finance, Human Resource will be an advantage
- Minimum 3 years of relevant working experience, preferably in multi-agencies work
- Knowledge of funds disbursement processes with strong numerical and analytical skills
- Team player with strong communication and interpersonal skills and able to work under tight deadlines, adaptable to changing circumstances and resourceful in problem solving
- Working experience in the area of social service or customer service would be advantageous
- Proficient in Outlook, MS Word, Excel, Powerpoint

We regret that only shortlisted candidates will be informed. Please state in your detailed resume:

- 1) Current and expected salaries and annual package
- 2) Reason for leaving current employment (if applicable)