



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:

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## Assistant Manager/ Senior Executive, Transitions to Work (Client Management)

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### **OVERALL JOB RESPONSIBILITY**

You will work with persons with disabilities (PWDs) from Institutes of Higher Learning (IHLs) to be better prepared for and transition into employment. You will design and implement support strategies to enable IHL students and graduates with disabilities with different disabilities profile (physical disabilities, sensory disabilities, autism spectrum order or multiple disabilities) to secure internship or job placement. You will also work closely with other stakeholders such as IHLs in outreach and engagement of PWDs, and also employers to facilitate sustainable disability-inclusive hiring and employment practices.

### **DUTIES & RESPONSIBILITIES**

- Facilitate internship or job placement of PWDs with employers
- Identify and engage prospective employers to promote disability-inclusive hiring, market our programmes such as internship and mentorship
- Design and implement support strategies to enable the PWDs to secure internship or job placement
- Work with PWDs and their support network to help PWDs sustain internship or job placement e.g. employers or co-workers to address and resolve work-related concerns
- Develop and execute strategies on outreach and engagement of PWDs in the IHLs, in partnership with IHLs' Special Educational Needs and/or Education & Career Guidance offices
- Develop SOPs and track PWDs' progress
- Work with various teams in the organisation to provide support to employers in their disability inclusion journeys, and also stakeholders such as Social Service Agency partners to facilitate transition of PWDs into employment
- Undertake other roles as and when required

## **QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

- Diploma or Degree holder in any discipline
- Possess at least 5 years of working experience in social service, education, human resources, account servicing or client management
- Able to work under tight deadlines, strong with follow up and resourceful in problem solving
- Adaptable to changing circumstances and versatile to take on other roles when called upon
- Have strong communication and interpersonal skills
- Proficient in MS Outlook, Word, Excel, Powerpoint

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

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