



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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## Executive, Grant Programme Office

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SG Enable manages the Enabling Lives Initiative (ELI) Grant that aims to support social innovations in the disability space and enhance the effectiveness of these programmes. For more information on the grant, please go to <https://www.eli-grant.sg/>

### **OVERALL JOB RESPONSIBILITY**

- Be a part of the ELI Grant Team to engage partners, potential grantees and grantees to bring about the desired outcomes of the ELI Grant. The incumbent will endeavour to:
  1. seed, catalyse and spark innovative ideas among stakeholders to address disability issues and foster partnerships among them in the disability space; and
  2. assist grantees, as appropriate to formulate strategies and action plans to meet programme/project objectives and delivering desired ELI outcomes

### **DUTIES & RESPONSIBILITIES**

#### **Stakeholder Engagement**

- Create awareness of the grant and grant calls to players in the social and non-social space
- Actively identify and engage potential partners and collaborators for grant applications
- Facilitate collaborations among sector players; manage partnerships/ collaborations and create alignment in the goals and interests of the different parties involved in a programme/project

#### **Grant Management**

- Guide potential grant applicants on proposal development, implementation and the desired outcomes to meet the aims of ELI Grant
- Ensure due processing of all applications at each Grant Call, from application to assessment to award/rejection
- Monitor the progress of the programme/project and provide appropriate support/ intervention to ensure the successful delivery of the funded programme/project
- Ensure programme/project progress and that reports, such as progress reports and social impact measurement reports are duly submitted
- Administer and disburse funds due to grantees
- Prepare reports to funders and key stakeholders, as and when necessary

**Other Duties**

- Provide secretariat support at ELI Evaluation Panel meetings, as needed
- Any other ad-hoc duties not covered under main duties and responsibilities

**QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

- Degree in any field or Diploma holders with minimum 2 years of relevant work experience. Fresh graduates are welcome to apply
- Strong account management and project management, relationship-building and negotiation skills will be advantageous.
- Able to work effectively with different stakeholders, and to engage with corporate and community partners
- An interest in the social sector and/or issues is necessary. Knowledge of grant management, social innovations, social impact measurement, technology and/or financial understanding and analysis will be advantageous. So will proven capabilities to develop and navigate into new market segments.
- Strong communication skills (verbal and written), with excellent interpersonal skills

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)