



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:

Manager, Employability Development

OVERALL JOB RESPONSIBILITY

The employability development department is responsible for implementing training programmes for persons with disabilities, to help them gain skills to secure employment.

You will lead a team to administer a training grant designed to fund training providers to provide customised training programmes for persons with disabilities. You will be responsible for formulating, working with stakeholders (e.g. training providers, funders) to implement and review strategies and action plans to ensure the training grant and the training programmes meet their objectives.

DUTIES & RESPONSIBILITIES

- Support the Deputy Director to execute strategies relating to training for persons with disabilities
- Develop new strategies and training frameworks to enhance employability of persons with disabilities
- Work with stakeholders, including government ministries and industry players to identify training needs
- Establish outreach to training providers, market and create awareness of training grant and programmes
- Administer training grant including evaluation of proposals and funding and budget planning
- Undertake research, stakeholder engagement, data collation, trends analysis, programme review, developing proposals and reporting
- Prepare proposals and presentations comprising value proposition and projected budgets
- Undertake other roles as and when required

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Degree holder in any discipline
- Possess at least 5 years of experience in training, strategy, consulting, marketing or new service/product development or similar industries with supervisory/leadership experience
- Strong communication and interpersonal skills for stakeholders' engagement
- Ability to work under tight deadlines, adaptable to changing circumstances and resourceful in problem solving
- Experience in grant management and training development will 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 salary, and annual package
- 2) Reason for leaving current employment (if applicable)