



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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## Senior Executive/ Executive, Employability Development

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### **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 administer and support the management of 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, employers and social service agencies) to implement and review strategies and action plans to ensure the training programmes meet the objectives.

### **DUTIES & RESPONSIBILITIES**

- Develop new strategies and training frameworks to enhance employability of persons with disabilities
- Work with stakeholders, including government ministries and industry players to identify skills needs/gaps to customise training
- Establish outreach to training providers and create awareness of training grant
- Evaluate proposals including funding and budget planning
- Execute funded training programmes administration and operational duties with strategic stakeholders (e.g. training providers, employers and social service agencies)
- Assist in the analysis of the operating environment for threats and opportunities; undertake desktop research, stakeholder engagement and other forms of research to support decision making
- Assist in compiling reports on training outcomes for internal and external stakeholders
- Track, analyse and present data and reports as required

## **QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

- Degree holder in any discipline
- Possess at least 2 years of experience in either training, grant administration, strategy, consulting, marketing, new service/ product development or similar industries
- Strong communication and interpersonal skills for stakeholders' engagement
- Ability to work under tight deadlines, adaptable to changing circumstances and resourceful in problem solving
- 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)