



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:

Senior Executive, Employment Services (Outreach/ Engagement)

OVERALL JOB RESPONSIBILITY

You will work closely with persons with disabilities, employers, Social Service Agencies (SSAs) and other stakeholders to raise awareness of SG Enable's employment services, facilitate sustainable inclusive hiring practices, job development, job redesigning and enhancing employability of persons with disabilities

DUTIES & RESPONSIBILITIES

- Identify and establish new employer leads from various employment resources/platforms
- Identify employers' hiring needs and support them in the hiring process including organising of events
- Engage and work closely with partners and stakeholders to develop and implement outreach strategies to seek their adoption of inclusive hiring and enhancing employability of persons with disabilities
- Formulate, fine-tune and implement disability employment policies and services, as well as special projects including division-wide strategic reviews, to improve processes and customer experiences
- Serve as liaison between persons with disabilities, employers and support networks (caregivers, co-workers, community and others) to provide relevant resources, job referrals and job matching services
- Any other duties assigned by supervisor

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- University degree holder
- Minimum 3 years of working experience
- Experience in stakeholders management with the ability to influence decisions and buy-in
- Strong communication and interpersonal skills

- Familiarity of the labour landscape and have a good understanding of the labour market trends and datasets will be advantageous
- Required computer skills: 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)