



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

OVERALL JOB RESPONSIBILITY

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

DUTIES & RESPONSIBILITIES

- Establish new employer leads from various employment resources/platforms and support employers' hiring needs including organising of events
- Engage and establish networks with partners and stakeholders to develop and implement outreach strategies to enhance employability of persons with disabilities
- Serve as the key liaison between government agencies and stakeholders to formulate, review and implement disability employment policies and services
- Provide timely and accurate data and/or statistical reports, prepare and deliver presentations to Management/stakeholders as well as coordinate across different divisions/agencies to support company's programmes and initiatives
- Work with persons with disabilities, employers and support networks (caregivers, co-workers, community and others) to identify stakeholders' needs, service gaps and 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
- Prior experience with stakeholders' engagement working with government and non-Government agencies is advantageous
- Strong communication and interpersonal skills, with an ability to function in a fast-paced environment
- 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)