Application Details

- Closing date of all applications - 31 March 2019
- To apply, you are required to send in your resume to admin@specialolympics.org.sg.
- We regret that only shortlisted applicants will be notified for an interview.

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GENERAL MANAGER

As a General Manager, you will be involved in reviewing and maintaining the sports management framework for the organisation. In addition, you will collaborate with other agencies and partners to develop and execute marketing strategies to increase intellectual disability awareness and vibrancy of Special Olympics Singapore’s sports in local and international scene, increase in sponsorship and donation and prepare reports for the Management Committee.

Key Responsibilities

- To ensure the financial administration is in accordance with the constitution of Special Olympics Singapore and standard practices
- To organise fundraising activities and other events as and when directed by the Management Committee
- To seek necessary sponsorship or funding for the promotion and development of sports competitions and programs
- To liaise with affiliated bodies such as Special Olympics International, Singapore National Olympics Council and National Council of Social Service
- To liaise with Sport Singapore on all matters regarding the organisation which include preparation of yearly plan and half-yearly reports
- To liaise with sports committee on the implementation of various programs and ensure that they are being run on an on-going basis
- To evaluate performance of various programs implemented against the agreement with Sport Singapore
- To conduct feedback sessions with coaches, athletes, volunteers and parents to better promote the various programs
- To liaise with organising committee in the organisation of the various local competitions
- To liaise with relevant parties on the participation in the various overseas competitions and provide the necessary administrative support
- To promote all programs and competitions organised and get higher level of participation
- To manage and run the Special Olympics Singapore office and its secretariat staff
- To conduct performance evaluation on a yearly basis for staff

Requirements

- Singaporean or PR
- Well-developed skill set and professional track record in the following areas:
  1. Operations management
  2. Financial analysis and cost-based management
3. Budgeting
4. Strategic planning
5. Human resource management
6. Program and project management
7. Public speaking, business writing, meeting facilitation and presentations

- Experience in Sports Management is preferred
- Candidate must possess at least Bachelor’s Degree/Post Graduate Diploma/Professional Degree
- Those without a University Degree but with relevant experience and expertise may also apply

Remuneration Package

- Successful candidates will be offered appointment on contract basis
- The starting salary will commensurate with the qualifications and work experience of successful applicants.

SENIOR SPORTS DEVELOPMENT OFFICER

Reporting to the General Manager, you will

- Lead, plan and implement sports training programs and competitions for persons with Intellectual Disabilities (ID)
- Prepare and draft grants for sports-related programmes and final grant reports
- Collect, collate and prepare SO International Athlete Census reports
- Organise and/or conduct coaching clinics and training workshops for Special Education teachers, volunteers and/or parents
- Assist the Sports Director, Sports Committee, Selection Committee with overseas games participation, admin matters and team preparation
- Lead liaison relations with sponsors sponsoring SO athletes/teams participating in local & overseas competitions
- Coordinate and manage volunteers and coaches with the SDOs
- Write and present sports reports at Executive Committee (EXCO) meetings
- Assist with fund raising events and other organizational events and functions
- Oversee the inventory and maintenance of sports equipment
- Attend and assist at SO Singapore activities/events and other public awareness projects or invitations events, even outside office hours or on public holidays (Time-off in-lieu will be provided)
- Assist with any other tasks that may be assigned by the EXCO, Management Committee and General Manager
- Mentor and guide SDOs in managing, coordinating and planning sports training and competitions

Requirements

- Singaporean or Permanent Resident
- Degree with at least 3 years of relevant working experience
- Experience in organizing and execution sports training and competition is critical for this position
- Practical hands-on knowledge on the use of IT
- Independent and self-motivated with initiative and drive
- Good team building skills
- Good writing and communication skills
Remuneration Package

- The starting salary will commensurate with the qualifications and work experience of successful applicants.

SPORTS DEVELOPMENT OFFICER

As a Sports Development Officer, you will maintain and foster existing relationships with other organizations, organise workshops/training/competition, support coaching and growth of the sports programmes under your purview.

Key Responsibilities

- Planning & implementing sports training programmes and competitions for persons with Intellectual Disabilities
- Conducting coaching clinics and training workshops for Special Educators and volunteer
- Developing partnerships with local schools and community services
- Updating athletes and volunteers database
- Preparing bi-monthly sports report
- Assisting with fundraising and other organisational level events

Requirements

- Singaporean or PR
- Independent and self-motivated individual with initiative and drive
- Candidate must possess at least a Diploma in Sports Science/Management or equivalent with at least 1 year of relevant working experience. Those without a related diploma but with relevant experience and expertise may also apply
- Experience in organising and executing sports competition is preferred

Remuneration Package

- The starting salary will commensurate with the qualifications and work experience of successful applicants.

ADMIN & FINANCE EXECUTIVE

Key Responsibilities

Administration

- Provide administration support to the General Manager and Staff
- Attend meetings, record and prepare minutes should the General Manager be unable to attend or when assigned as the Secretariat to special projects e.g. ExCo meetings, Annual General Meeting, Extra-Ordinary Meeting, Fund-Raising Meetings etc
- Maintain a proper filing system for correspondence and other documents
- Assist with product & service procurement process (e.g. call for, and summarise, quotations)
- Undertake routine correspondence and compile/ prepare draft reports
- Maintain records of employees’ annual leave and medical leave
- Assist with fund-raising projects
- Oversee the inventory & maintenance of office equipment
• Attend and assist SO Singapore activities/events and other public awareness projects or invitations events, even outside office hours or on public holidays

Accounts

• Assist the General Manager in preparing monthly income & expenditure reports
• Reconcile monthly banking statements with invoices, payment vouchers, donations
• Maintain related bank files, records and controls
• Perform bank transactions when instructed
• Prepare tax exempt receipts and official receipts
• Help to prepare grant applications and draft report submissions
• Assist with any other task that may be assigned by the Executive Committee Management Committee & General Manager

Requirements

• Singaporean or Permanent Resident
• Degree in Accountancy, Finance or equivalent with at least 2 years of relevant working experience preferably in the Social Services Sector
• Familiar with the use of IT (Microsoft Office, MYOB)
• Self-motivated, committed and resourceful with initiative and drive
• Effectively bi-lingual with excellent written and spoken communication skills
• An outgoing and vibrant personality, comfortable interacting with people at all levels
• Ability to work independently, as well as a team member in a fast-paced environment, and be able to multi-task

Remuneration Package

• The starting salary will commensurate with the qualifications and work experience of successful applicants.

About Special Olympics Singapore

Special Olympics Singapore mission is to promote and provide year round sports training and athletic competition in a variety of Olympic type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Special Olympics Singapore was set up in April 1983 as an adjunct committee of the Movement for the Intellectually Disabled of Singapore (MINDS) and the Association for Educationally Sub-Normal Children now known as Association for Persons with Special Needs (APSN). Subsequently it was officially registered as an independent voluntary welfare organisation with the Registrar of Societies on 15 January 1991 and as a charity with the Commissioner of Charities on 22 February 1994. SO Singapore is affiliated to the National Council of Social Service (NCSS) and Singapore National Olympic Council (SNOC). SO Singapore is recognised by Sport Singapore, formerly known as Singapore Sports Council, as a National Sports Association (NSA). SO Singapore is also a certified Institute of Public Character (IPC) organisation.