



EXHIBIT I – JOB DESCRIPTION

Job Title	Senior Programme Executive, Social Service
Reports To	Executive Director
Subordinates	Programme Executive

Purpose:

The role of a Senior Programme Executive, Social Service is to develop and manage a variety of social assistance programmes and community services.

Key Functions and Accountabilities

1. Develop and implement social service programmes for the elderly, needy individuals and families and youths to achieve social functions
2. Conduct regular supervision in the planning, implementing and monitoring of projects
3. Schedule period reviews of the programmes implemented to ensure effectiveness
4. Plan, develop and organize preventive, developmental, maintenance and remedial programmes in the form of
 - a. Public education such as public talks, seminars and workshops
 - b. Community service programmes such as IGB, First Aid with care
 - c. Working with respective Old Folks Home and SAC
5. Develop and conduct volunteer training courses, volunteer support groups and supervision on personal growth and basic help skills for new and existing volunteers
6. Recruit, train and guide volunteers and volunteers' leaders
7. Provide individual counseling/consultancy and relationship building to children, youths, couples, families and elderly who may require physical, emotional, behavioural or social support
8. Maintain contacts in the community, and public and private sectors with the view of community activities
9. Perform any other duties as directed

Skills and Aptitudes

Possess human service skills

Organisational and interpersonal communication skills

Willing to work with a wide range of people in need

Qualifications (minimum requirement stated)

Two years experience in similar position.



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Graduate in social studies or a related field.

Date issued Nov 2008