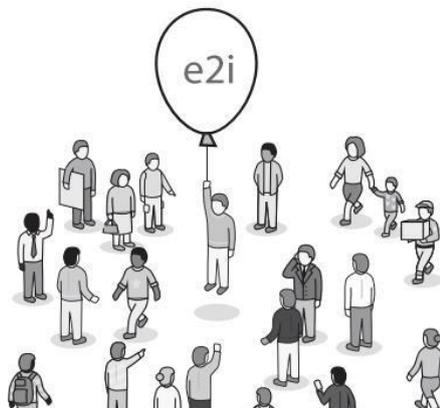


# SPD Recruitment Fair

Devan Nair Institute for Employment &  
Employability, 80 Jurong East St 21,  
#01-06, Singapore 609607

**23 May 2025**  
**10am – 5pm**

## JOB LISTING BOOKLET



As part of our effort to save the environment,  
please return this booklet at the exit after you  
have completed **all** interviews.

### About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg)

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**#1 SPD**

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>EIPIC Teacher</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience. Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred.</li> <li>• Good communication and interpersonal skills.</li> <li>• Experienced in working with young children using English as a medium of instruction.</li> </ul>	<p>Lead and conduct classes under the direction and supervision of the Senior Teachers/Assistant Senior Teacher/Reporting Manager. This entails the following:</p> <ul style="list-style-type: none"> <li>• Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes.</li> <li>• Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs).</li> <li>• Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons.</li> <li>• Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application.</li> <li>• Conduct individual and group activities (including field trips) for the children.</li> <li>• Conduct home visits and centre visits along with other staff members of the professional team.</li> <li>• Share responsibilities for the upkeep and maintenance of the</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms.</p> <ul style="list-style-type: none"> <li>• Cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes.</li> <li>• Monitor attendance of children and ensure proper health check and temperature taking of the children.</li> <li>• Work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/AHPs.</li> <li>• Guide Assistant Teachers/Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/AHPs.</li> <li>• Guide parents and caregivers in executing intervention and development strategies for the children.</li> <li>• Maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails.</li> <li>• Report any accident or injury, that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book.</li> <li>• Conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Other duties as assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD.</li> </ul>	
<b>EIPIC Assistant Teacher</b>	<ul style="list-style-type: none"> <li>At least 5 'O' Level incl. EL1</li> <li>Higher NITEC in Early Childhood / Full GCE 'A' Level / Polytechnic Diploma / Certificate in Education (Special Education) / Advanced Certificate in Early Childhood Care &amp; Education.</li> <li>Good communication and interpersonal skills.</li> <li>Good communication and interpersonal skills.</li> <li>Ability to work as team player.</li> </ul>	<ul style="list-style-type: none"> <li>Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes.</li> <li>Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance.</li> <li>Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs).</li> <li>Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centered approach.</li> <li>Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application.</li> <li>Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team.</li> <li>To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8am to 5.30pm</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes.</li> <li>• To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS.</li> <li>• To maintain regular and consistent communication with parents and caregivers through various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails.</li> <li>• To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book.</li> <li>• Ensure compliance of established policies and procedures set within the programme.</li> <li>• Be responsible for and liaise with the Director, Manager and other senior staff in all matters pertaining to administration.</li> <li>• Engages in administrative duties relevant to departmental work.</li> <li>• Maintains inventory of the equipment and resource materials for the programme.</li> <li>• As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD.</li> </ul>	
<b>Speech Therapist</b>	<ul style="list-style-type: none"> <li>• Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore).</li> <li>• Eligible for registration as Speech</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes.</li> <li>• Conduct individual or group therapy to ensure client outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Therapist under the Allied Health Professions Act 2011 in Singapore.</p> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Fluency in local languages will be an advantage.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists.</li> <li>• Experience in management and multi-agency collaboration will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in public education/outreach to build an inclusive society.</li> <li>• Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations.</li> <li>• Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	
<b>Occupational Therapist</b>	<ul style="list-style-type: none"> <li>• Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore)</li> <li>• Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore.</li> <li>• Good communication and interpersonal skills.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist.</li> <li>• Experience in management and multi-agency</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes.</li> <li>• Conduct individual or group therapy to ensure client outcomes.</li> <li>• Participate in public education/outreach to build an inclusive society.</li> <li>• Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations.</li> <li>• Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	collaboration will be an advantage.		
<b>Physiotherapist</b>	<ul style="list-style-type: none"> <li>• Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore.</li> <li>• Good communication and interpersonal skills.</li> <li>• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists.</li> <li>• Experience in management and multi-agency collaboration will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a wide range of services to our partners in the community sector.</li> <li>• Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided.</li> <li>• Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients.</li> <li>• Involved in conducting public education/outreach in certain programmes.</li> <li>• Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations.</li> <li>• Take on supervisory and administrative roles in addition to clinical work.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>
<b>Social Worker</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution.</li> <li>• Accredited as a Registered Social Worker (RSW).</li> <li>• Preferably with 2-3 years of social work experience</li> <li>• Analytical, flexible, resilient and ability to see different perspectives and draw connectivity and suitably make recommendations.</li> <li>• Committed, responsible, able to work independently</li> </ul>	<p>The Social Worker works in the field of Social Work. He/She is qualified and trained to provide interventions, perform community work and update professional practice in Social Work. He/She will conduct casework, groupwork as well as community development programmes to address service gaps. He/She will need to provide supervision to junior Social Worker(s) and/or Social Work Associate.</p> <p>1. Case Work Management</p> <ul style="list-style-type: none"> <li>• Conduct needs and intake assessments of client/family and provide social reports with recommendations, to allow them to live independently and</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and be a contributing team player.</p> <ul style="list-style-type: none"> <li>• People-oriented and have good interpersonal skills.</li> <li>• Effective report writing skills.</li> <li>• Able to work in the evenings and weekends, where needed.</li> </ul>	<p>be participative in the community.</p> <ul style="list-style-type: none"> <li>• Conduct case work management for cases of different risk levels.</li> <li>• Coordinating service referrals and access to community resources.</li> <li>• Able to provide psycho-emotional support for clients and caregivers.</li> <li>• Build partnerships and collaborate with other agencies to tap on community resources to provide intervention support to clients and empower/enable clients e.g. for the smooth transition of clients back to community, vocational pursuit and/or independent community living etc.</li> <li>• Participate and contribute professionally as a member of a multi-disciplinary team in SPD. Work with therapists and related staff for clients' needs and involve in case discussions.</li> <li>• Document sessions/interventions accurately and consistently, and to maintain case files and prepare reports according to the required documentation standard with minimal supervision.</li> <li>• Conduct closure of cases upon achieving sustainable service outcomes for clients with minimal supervision.</li> </ul> <p>2. Community Work and Outreach</p> <ul style="list-style-type: none"> <li>• Identify the changing trends and needs of clients.</li> <li>• Initiate and execute outreach activities so that more persons with disabilities can benefit from the department's programmes.</li> <li>• Participate in door-knocking outreach operations.</li> <li>• Participate in stakeholders/partners' engagement, where</li> </ul>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>appropriate, with the intention to build capability of stakeholders/partners in the community.</p> <p>3. Caregiver Support, Groupwork and Training:</p> <ul style="list-style-type: none"> <li>• Lead and implement caregiver support, conduct psycho-educational training, and organise support groups.</li> <li>• Conduct and evaluate group work.</li> <li>• Provide psycho-emotional support for caregivers.</li> </ul> <p>4. Project Management:</p> <ul style="list-style-type: none"> <li>• Lead and drive community projects and social work initiatives e.g. caregiver wellness programme, resources, and initiatives.</li> </ul> <p>5. Professional Development / Supervision:</p> <ul style="list-style-type: none"> <li>• Participate in developmental programs and supervision for personal and professional growth and development.</li> <li>• Maintain minimum requirements for renewal of membership with professional association.</li> <li>• Participate in research.</li> <li>• Participate in professional courses to acquire specialised knowledge and skills.</li> </ul> <p>6. Administration &amp; Operations:</p> <ul style="list-style-type: none"> <li>• Provide data and information for the purpose of the department's progress reports, and data analysis for planning and reporting.</li> <li>• b) Work on cross-divisional projects as assigned from time to time.</li> <li>• To support, where needed, in weekday night and weekends outreach and engagement events/activities.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other duties as required/assigned, from time to time, by Reporting Officer.</li> </ul>	
<b>Social Work Associate</b>	<ul style="list-style-type: none"> <li>A recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service.</li> <li>Possesses good communication and interpersonal skills.</li> <li>Good working knowledge of word processes and computer skills</li> <li>A good team player.</li> <li>Those with prior experience will be an added advantage.</li> </ul>	<p>The Social Work Associate works in the field of social work. He/She is qualified and trained to assist in providing interventions and programmes, performing community development work and uplifting professional practice in social work. He/She assists in coordinating casework, group work and community development activities and programmes, supporting community events and performing administrative functions.</p> <ol style="list-style-type: none"> <li>Perform stakeholder engagement and partnerships: <ul style="list-style-type: none"> <li>Participate in social work practice across disciplines.</li> <li>Support in building rapport and professional relationships with clients and significant other</li> </ul> </li> <li>Conduct casework: <ul style="list-style-type: none"> <li>Provide Information and Referral services.</li> <li>Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc.</li> <li>Provide support to Social Workers on case and care planning and interventions.</li> <li>Conduct and prepare social reports to apply for financial aids and apply necessary financial schemes to help clients.</li> <li>Prepare case notes and documents.</li> </ul> </li> <li>Conduct group work: <ul style="list-style-type: none"> <li>Support preparation and planning of group work interventions.</li> <li>Support implementation of group work interventions.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>5-days work week</li> <li>8am to 5.30pm</li> <li>Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Support the evaluation of group work intervention processes and outcomes.</li> </ul> <p>4. Perform community development work:</p> <ul style="list-style-type: none"> <li>• Support conduct environmental scans and community needs assessments.</li> <li>• Support coordination and pooling of community resources and services.</li> <li>• Support development and implementation of community development initiatives.</li> <li>• Support the review of community development initiatives for improvements.</li> </ul> <p>5. Deliver Programmes:</p> <ul style="list-style-type: none"> <li>• Support the development and planning of programmes to address service gaps.</li> <li>• Support the implementation and evaluation of programmes.</li> </ul>	
<p><b>Psychologist</b></p>	<ul style="list-style-type: none"> <li>• At least a recognised Master’s degree in Educational or Clinical Psychology.</li> <li>• Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore).</li> <li>• Good communication and interpersonal skills with demonstrated ability to build relationships.</li> <li>• Good organisation and planning skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To organise and undertake psycho-educational assessment of clients as appropriate.</li> <li>• To develop and implement appropriate intervention strategies to address clients’ developmental/ learning/emotional/ behavioural issues.</li> <li>• To participate in admissions screening of EIPIC applicants.</li> <li>• To support clients throughout the EIPIC continuum, including out-of-centre placements.</li> <li>• To provide consultation to support stakeholders (e.g., family and staff) in management of clients’ developmental/ learning/emotional/ behavioural issues.</li> <li>• To support teachers in developing/implementing/monitoring clients’ IEPs.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-days work week</li> <li>• 8am to 5.30pm</li> <li>• Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To Conduct Psychological Assessments for Special School Placements</li> <li>• To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders.</li> <li>• To work closely with other EIPIC staff and clients' parents/caregivers.</li> <li>• To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed.</li> <li>• To submit reports, logs and assessment reports, etc., as required.</li> </ul>	

## #2 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

**You can also reach them at the following centres (By appointment only):**

**e2i Career Centre  
(Devan Nair Institute for Employment and  
Employability)**

80 Jurong East St 21,  
Level 2, Singapore 609607

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,  
Singapore 018989

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,  
1 Tampines Walk, #01-21,  
Singapore 528523

**Operating Hours**

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

**e2i Career Centre  
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands\*,  
900 South Woodlands Drive,  
#03-01 Woodlands Civic Centre,  
Singapore 730900

*\*Operational from Q4 2024 onwards*

**Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:**

<https://www.e2i.com.sg/locations/#SGUJSC>

## NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>



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