



Be a part of transformative youth development work!

Halogen Foundation Singapore is looking to hire a Programme Executive to join the team.

The Programme Executive supports the Overall Programme Manager in overseeing entrepreneurship programmes. He/she is responsible for end-to-end programme management including outreach, curriculum delivery, and impact measurement.

The incumbent is expected to work from 9:30 a.m. to 6:00 p.m. on weekdays. He/she is frequently required to travel out of office to conduct trainings and attend external meetings. On occasion, he/she may need to work outside official hours on weekends to support in the running of events.

Find out more about [Halogen's programmes](#) and [why we do what we do](#)

We are looking for someone who has:

- minimally, a Diploma
- 1 or 2 years in similar roles preferred but not required
- Strong interpersonal skills
- High adaptability to change
- Problem solving skills
- Good time management

The **Roles and Responsibilities** of the Programme Executive include:

Programme Management

- Support the management of all entrepreneurship programmes, including in-curriculum support, NFTE programmes, camps, and other Train-the Trainer sessions for educators
- Work with other teams within the organisation to drive marketing, recruitment of volunteers, review of curriculum, and other project planning objectives
- Manage the allocated budget for various programmes
- Plan resources and logistics required to run programmes against a determined timeline

Programme Delivery

- Evaluate the effectiveness of programme delivery through impact measurement tools
- Work with the Programme Manager in reviewing and refining programme content and delivery

Partnerships and Grants

- Support in programme outreach and build relationships with relevant partner schools
- Assist the Programme Manager in building corporate partnerships, involvement, and sponsorships for programmes

You'll get to

- Be exposed to product development and strategy concepts
- Learn more about the practice of leadership and entrepreneurship
- Interact with leaders in multiple fields and build your network
- Grow in personal effectiveness, communication skills and strategic thinking

Pay

When applying, please indicate your expected salary.

To apply for this job, email Adelyn at recruit@halogen.sg with your resume/ portfolio.

Only shortlisted candidates will be notified. Apply now!

To find out more about Halogen, check out our media handles

[Website](#) | [YouTube](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

