



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of SENIOR DOMESTIC PROGRAM MANAGER

with Save the Children HONG KONG

May 2020

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

SENIOR DOMESTIC PROGRAM MANAGER

ROLE PURPOSE:

The Senior Domestic Program Manager will lead the development and management of domestic programs for Save the Children Hong Kong (SCHK). The portfolio of domestic programs at SCHK has expanded in the last few years to provide support on child protection and mental wellbeing, and on children's education to a limited degree. Leading a team of 5+ staff members, the Domestic Program Senior Manager is responsible for continuing the expansion of domestic programs and providing the overall strategic direction in the design, management, implementation, monitoring and overall quality assurance of the portfolio of projects, delivered either through direct service or in partnership with local NGOs, in line with Save the Children Hong Kong's local priorities. S/He will work with the rest of the Programs, Advocacy and Communications team to adapt expertise and knowledge from the global Save the Children movement to ensure high quality child focused programs are delivered and reaching the most vulnerable communities in Hong Kong, while maximising impact of our investments.

Reports to: Director, Head of Program, Advocacy and Communications

KEY AREAS OF ACCOUNTABILITY:

- i) Program strategy development and management**
 - Actively contribute to the overall vision for SCHK as a local organization
 - Lead strategy formulation and management of domestic program in Hong Kong
 - Lead regular review, update and implementation of domestic program strategy
 - Assess needs of deprived children populations and design program in alignment with Save the Children ambition and work strategy
 - Develop and monitor domestic program budget and spending
 - Contribute to advocacy and campaign activities in the local context in alignment with Save the Children's Theory of Change
- ii) Partnership Building**
 - Become fluent in local civil society sector and help identify and vet potential partners
 - Build a strong network and solid collaborative relationships with partner organizations and other NGOs
 - Identify strategic partners, manage implementation of relevant projects, monitoring and evaluation
 - Think creatively about the types of partnerships that could build win-win collaborations
 - Build and oversee a partnership framework, including capacity-building needs of partners
- iii) Representation**
 - Represent Save the Children in a variety of forums, building Save the Children's connection to local civil society and its thought leadership in Hong Kong

- Contribute to communication materials and share information on Save the Children's Hong Kong programs with a variety of stakeholders, including potential donors, media, Board Committees, and Save the Children globally, among others
- Participate actively in relevant Save the Children coordination groups
- iv) Strategic planning**
 - Support Director of Programs on program strategic planning and develop annual plan for the organization
 - Adapt global Save the Children guidance and templates to the local context
- v) Awards management (grants administration and financial management)**
 - Ensure high standards of grant administration, including reviewing and updating templates
 - Support the domestic program team to work closely with local program partners to ensure policy compliance, accurate and updated program and financial information, maintaining relevant project documents in the system, and efficient processing of project approvals
 - Provide support to programs through ensuring accurate and efficient processing of grants release/remittance
 - Monitor program spending according to annual budget
 - Work with Finance team to evaluate and advise on partner budgeting
- vi) Resource Building and corporate donor engagement**
 - Collaborate with fundraising colleagues on cultivating donor relationships and building Save the Children Hong Kong's program profile and branding
 - Collate communication materials from reports and share programmatic information with appropriate teams across the office
- vii) Knowledge management**
 - Work closely with Monitoring, Evaluation, Accountability and Learning team to evaluate and track impact of direct service and partnership programs
 - Capture experiences and lessons learnt from program, document and disseminate within the organization or with external partners to inform program design
 - Share program knowledge and experiences with country teams as support to their program design and development
- viii) Team management**
 - Lead the domestic program team, guiding the team toward a shared vision
 - Ensure high morale and effectiveness of the team
 - Look for opportunities to build the capacity and support the professional and personal development of the team members

BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS

- At least 10 years of solid experience in program development and management, with 5 years of experience in children development programs or NGO work context in Hong Kong
- A recognized degree in development, social work or relevant social science disciplines

SKILLS AND EXPERIENCE

- Experience working on issues faced by most marginalized and deprived children in Hong Kong; practical experience working with ethnic minorities, children with special needs, and/or children from low social economic status families is desirable
- Expertise knowledge on child protection is an advantage
- Knowledge of child rights, development and humanitarian issues in the global, national and local contexts, knowledge of operations in an international confederation
- Experience in budgeting and financial management
- Excellent people management and team building skills, with the ability to generate and promote ownership among team members
- Results orientation and strategic thinking skills
- Proven ability to work with colleagues, partners and donors from multi-cultural and diverse backgrounds
- Proven ability to work under pressure and progress on several different projects concurrently
- Excellent communication skills in written and oral English and Cantonese
- Computer skills and modern communications technologies (Microsoft Office, Internet, Skype, etc.).

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org.

Personal data collected will be used for recruitment purpose only.