



**Save the Children**  
救 助 兒 童 會

## **ROLE SPECIFICATION**

For the position of ASSISTANT DOMESTIC PROGRAMME MANAGER

with Save the Children HONG KONG

July 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!

## **DOMESTIC PROGRAMME MANAGER/ ASSISTANT MANAGER**

### **KEY AREAS OF ACCOUNTABILITY:**

#### **1. Partnership and Award Management and Monitoring**

- Manage portfolio of domestic partners and awards throughout the programme cycle, including identifying new partners and projects, proposal development, project planning, reporting, monitoring and evaluation and close out
- Monitor project implementation of assigned awards in terms of project progress, program quality, and budget management and work closely with partners and colleagues to ensure policy, reporting and financial compliance
- Review submitted narrative and financial reports to ensure adequate and quality reporting
- Track and monitor award budget versus actual expenditures to ensure expense charges are allowable, allocable and reasonable; follow up to ensure any errors are corrected
- Work with Finance team to ensure accurate and efficient processing of funding release / remittance according to agreed schedule
- Arrange periodic monitoring visits and share recommendations with Domestic Programmes team and with partner senior management and follow up to ensure
- Work with programmes and communications units to ensure documentation and sharing of case studies and other programme information

#### **2. Capacity building**

- Coordinate the strengthening of implementing partners, supporting organizational capacity assessments and collaborating on drafting and ensuring implementation of capacity-strengthening plans

#### **3. Domestic Programme Support**

- Support Domestic Programmes team on strategy development and budget planning and monitoring / management
- Support on a variety of other projects or activities as requested, including but not limited to Save the Children Hong Kong direct service programmes and new initiatives

### **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**

- A recognized degree in psychology, child development, social work or relevant social science disciplines desirable
- A minimum of 6 years relevant work experience, including experience in local civil society. Candidate with more relevant experience will be considered as Domestic Programme Manager

**SKILLS AND EXPERIENCE**

- Good skills and experience in all aspects of programme cycle management - design and development, implementation, and monitoring and evaluation
- Previous experience of managing programs and / or partners
- Knowledge of local partnership and civil society ecosystem
- Excellent communication skills, both oral and written, in English and Cantonese / Traditional Chinese
- Knowledge about core elements of approach to work in partnerships
- Experience with supporting organizational capacity strengthening processes desirable
- Demonstrated experience in developing and leveraging partnerships for strategic achievement of organizational goals, mutually beneficial relationships.
- Good understanding of donor compliance
- An excellent team player with good skills in team work and consultative approach to decision making
- Ability to work calmly under pressure in a rapidly changing context
- Ability to be adaptable and flexible
- Ability to multi-task, set priorities, and maintain positive attitude
- Ability to analyse information, evaluate options and to think and plan strategically
- Excellent interpersonal, communication and presentation skills
- Commitment to Save the Children's values

## **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

## **APPOINTMENT TERMS**

This is a full-time position on a 2-year contract basis with potential for renewal/extension of appointment which will be subject to organizational needs and job performance.

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](mailto:hkcareers@savethechildren.org). Personal data collected will be used for recruitment purpose only.