



**Save the Children**  
救 助 兒 童 會

## **ROLE SPECIFICATION**

For the position of      DOMESTIC PROGRAMME OFFICER / SENIOR OFFICER

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 OFFICER / SENIOR OFFICER**

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

- 1. Support Implementation of Child Protection Programmes for Children and Parents**
  - Provide assistance in programme implementation on online protection and positive parenting programmes.
  - Assist in programme research project in collaboration with MEAL (Monitoring, Evaluation, Assessment and Learning) Team.
  - Develop education/training materials for different audiences, building on Save the Children's global expertise.
  - Deliver trainings to students, parents and/or teachers.
  - Coordinate and liaise with schools, community groups and corporates, among other key stakeholders.
  - Coordinate and work with volunteers on program activities and events with students, teachers, parents and the public.
  
- 2. Partnership and Administrative support**
  - Build and maintain an administrative system to facilitate effective program management and communication.
  - Work with programmes and communications units to ensure documentation and sharing of case studies and other programme information.
  - Support on partner reporting review and organization.
  
- 3. Domestic Programme Team Support**
  - Support the Domestic Programmes team on programme strategy and planning
  - Support on a variety of other projects or activities as requested, including 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. Registered social worker preferred.
- A minimum of 3 years relevant work experience
- Exposure / experience with child online safety program desirable.

**SKILLS AND EXPERIENCE**

- Knowledge on child online safety, positive parenting and child protection desirable.
- Good design, planning and implementation skills
- Strong research skills
- Excellent communication skills in written and oral English and Cantonese / Traditional Chinese
- Computer skills and communications technologies ( Microsoft Office, Zoom, Adobe, Photoshop, etc.)
- An excellent team player with the ability to also work independently
- Ability to work with colleagues and partners from multi-cultural and diverse backgrounds
- Strong interpersonal skills and an interest in engaging with different types of individual and community groups
- Ability to be adaptable and flexible
- Ability to multi-task, set priorities, and maintain positive attitude
- 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.