



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **DOMESTIC PROGRAM OFFICER**

with **Save the Children HONG KONG**

Oct 2021

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!

KEY AREAS OF ACCOUNTABILITY:

1. Project management

- Develop, plan, and execute parenting and mental health programme activities or events and dissemination works, including producing publication materials, organizing workshops, program enrollment, venue set-up and client management
- Coordinate and liaise with related external parties including programme facilitators, schools, community groups, corporates and other key stakeholders
- Collect activity data, monitor progress against both programmatic and budgetary targets and support conduct of evaluations to ensure programme improvement and quality
- Provide input for development of domestic program strategy and project monitoring and evaluation tools and process
- 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

2. Administration support

- Support in coordinating maintenance of centre facilities and equipment;
- Receive and direct visitors and clients;
- Perform general clerical duties including photocopying, fax and mailing, managing filing system & project database
- Provide operational and administrative support to related research and campaigns, including documentary and data entry;
- Produce accurate and timely reports

3. Assist in other program activities or organizational projects as needed

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

- University graduate preferably major in Early Childhood Education, Social Science, Special Education, Counselling or related disciplines

SKILLS AND EXPERIENCE

- At least 3 years' experience in teaching children
- Experiences in working with parents and psychosocial support projects are preferred
- Strong presentation skills and inter-personal communication skills
- Ability to work independently and with a team
- Willing to engage with different types of individual and community groups
- Computer skills and communications technologies, basic knowledge on graphic design and website operation is a plus (Microsoft Office, Zoom, Adobe, Photoshop and AI etc.)
- Keen interest and commitment to the best interest of children
- High degree of self-motivation and strong sense of responsibility
- Excellent proficiency in written and oral English and Cantonese

APPOINTMENT TERMS

This is a full-time position on a 2-year fixed term contract 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. Personal data collected will be used for recruitment purpose only.