



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **SENIOR HR OFFICER / HR OFFICER**

With Save the Children HONG KONG

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 HR OFFICER / HR OFFICER

SCOPE OF ROLE

A key member of SCHK human resources team in providing professional human resources services to different teams, managing employee life cycle and administering employee benefits. Support volunteer and internship management to meet the needs of Save the Children.

Reports to: SENIOR HUMAN RESOURCES MANAGER

SKILLS AND 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

KEY AREAS OF ACCOUNTABILITY:

- Report to Senior HR Manager and manage the full spectrum of the HR functions
- Manage the recruitment process for office and all front line staff including direct sourcing candidates from different channels (social media, job fairs, employees' referral, etc), phone screening, interview arrangement and offer management
- Support the development and implementation of HR process and employees engagement initiatives
- Responsible for payroll calculation and benefits administration
- Management of data in the HRIS system and prepare regular reports
- Assist all teams in conducting performance management and talent development in a constructive way and make recommendations for staff training and career development

- Conduct staff on-boarding & off-boarding procedures including staff orientation and exit interview
- Maintain staff records and other HR administration
- Volunteers and Interns management
- Support ad hoc assignments as required

QUALIFICATIONS

- Bachelor Degree in Human Resources or related discipline

SKILLS AND EXPERIENCE

- At least 3 years' experience in all rounded HR functions, especially in Compensation and Benefit administration
- Be critical thinking, well organized, detailed-minded with the ability to independently manage priorities and multi-task
- A team player, excellent interpersonal and communication skills
- Passionate to work in NGO
- Able to solve problems resourcefully and efficiently and hold a “can-do” attitude to challenges and changes.
- A good team player who is able to work alongside with colleagues at all levels.
- Good command of written and spoken English and Chinese

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 post is on a full time basis.

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.