



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of DOMESTIC PROGRAMME MANAGER/ ASSISTANT MANAGER

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!

In Hong Kong, we are expanding our Domestic Programme Team to help the children most impacted by inequality and discrimination to achieve their fully potential by ensuring they grow up healthy, learn and stay safe.

Lately, we have opened our Shum Shui Po center running efficient and impactful programmes to provide the needed support to the children and caregivers in the community.

DOMESTIC PROGRAMME MANAGER/ ASSISTANT MANAGER

KEY AREAS OF ACCOUNTABILITY:

1. Programme Development, Monitoring and Evaluation

- Work collaboratively with the Programme Quality and Impact team in design and development of quality and innovative programmes and proposals, so that
 - programme design is based on effective contextual and child rights situation analysis, or needs assessment
 - quality log frames are developed, incorporating global or standard indicators to support effective impact and outcome monitoring
 - Save the Children's Common Approaches are considered and incorporated into new programmes where appropriate
- In collaboration with the Partnerships & Philanthropy team, assist in the preparation of proposals for funding of new or continuous projects
- Implement programme activity and conduct periodic programme reviews and evaluations to enhance service enhancement.
- Work with Marketing and Communication team to ensure documentation and sharing of case studies for marketing purposes

2. Capacity building

- Coordinate the strengthening of internal and external expertise, supporting organizational capacity assessments and collaborating on drafting and ensuring implementation of capacity-strengthening plans

3. Domestic Programme Support

- Perform budget planning and monitoring, managing programme spending according to annual budget
- Contribute to the evolution of the domestic programme strategy and planning

BEHAVIOURS (our Values in Practice)

Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

Integrity: We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

QUALIFICATIONS

- A recognized degree in psychology, child development, social work or relevant social science disciplines desirable

SKILLS AND EXPERIENCE

- A minimum of 5 years relevant work experience.
- Good skills and experience in all aspects of programme cycle management - design and development, implementation, and monitoring and evaluation
- Social media marketing as an advantage
- Excellent communication skills, both oral and written, in English and Cantonese / Traditional Chinese
- Experiences in working with children or youth in the community would be preferable
- Experiences about managing center of operation would be preferable
- An excellent team player with strong leadership, good skills in team work and consultative approach to decision making
- Commitment to Save the Children's values
- Candidates with less experience will be considered for a position of Assistant Programme Manager

Duties in weekends are required on need basis. Work location: Sai Wan, Shum Shui Po

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

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.