



Save the Children
救助兒童會

ROLE SPECIFICATION

For the position of **DOMESTIC PROGRAMME OFFICER**

With Save the Children HONG KONG

Nov 2022

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

SKILLS AND 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.

KEY AREAS OF ACCOUNTABILITY:

1. Project management

- Develop, plan, and conduct school-based and center-based parenting and children's 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 procurement and maintenance of facilities and equipment;
- Receive and direct visitors and clients;
- Perform general clerical duties including minutes taking, 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

QUALIFICATIONS

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

SKILLS AND EXPERIENCE

- At least 2 years' experiences in working with children
- Experiences in working with parents and psychosocial support projects are preferred
- Passion in child education or services; mental health and well-being related projects
- 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
- With special education, sport management experience are advantage

Duties in weekends and evenings are required.

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.