



Save the Children
救助兒童會

ROLE SPECIFICATION

For the position of **SENIOR INTERNATIONAL PROGRAMME 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 INTERNATIONAL PROGRAMME OFFICER

SCOPE OF ROLE

Under the guidance and supervision of the Senior International Programme Manager, the Senior Project Officer will work to support Save the Children Hong Kong's international programme portfolio.

Reports to: SENIOR INTERNATIONAL PROGRAMME MANAGER

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:

Programme Management

- Involvement in program management activities with Country Offices implementing Save the Children Hong Kong funded projects, including project planning, monitoring and reporting.
- Schedule regular monitoring calls and other communications with Country Offices to monitor and support quality programme implementation and resolve queries from the implementation team.
- Monitoring of project implementation in terms of project progress and program quality, in close collaboration with Quality and Impact and MEAL colleagues
- Review reports, and other project submissions, identifying issues for further follow up or clarification.
- Work in collaboration with other teams to prepare fundraising, marketing or other materials to present our international programme work to internal or external audiences
- Produce monthly and/or quarterly Key Performance Indicator (KPI) reports and relevant data reports to support trends analysis and risk identification of the international programme portfolio

Awards (Grants) Management

- Work with Country Offices, regional and centre teams to maintain up to date and accurate award records on the awards management system (AMS). Ensure complete and accurate donor policy compliance, program and financial information, and relevant project documents in the system, and facilitate efficient processing of project approvals and award management.
- Work with Country Offices to support financial planning and reporting and ensure that budgets are effectively managed, and spent according to plans.
- Deliver efficient project administration to support efficient project delivery, including setting up legal agreements with member implementing offices where required to deliver projects.
- Track project progress and expenditure in shared databases, and dashboards to ensure visibility of project plans, forecasts, budgets, spending and other project logs.

Other International Programme Team Support

- Develop and maintain administrative systems and project records to facilitate effective program management and team collaboration.
- Support public education, fundraising, communication and capacity building activities in Hong Kong relating to international programmes
- Support line manager and team colleagues in other activities related to international programmes, including support required for projects in humanitarian setting in some circumstances
- Undertake other duties to deliver wider organisational priorities as part of Save the Children Hong Kong team.

QUALIFICATIONS

- Bachelor's degree
- Master's degree in a related subject (social science, development etc.) desirable

SKILLS AND EXPERIENCE

- At least 3 years working experiences on program operation and management, preferably in a child-focused program/NGO work context
- Good understanding of development issues in relation to children internationally, including knowledge of child rights, development and humanitarian issues.
- Demonstrates an organised approach, planning and delivering quality work to agreed timeframes and with a high attention to detail.
- Practical experience in budgeting and financial management
- Experience of working in an international organisation
- Able to work with colleagues from multi-cultural and diverse backgrounds
- Excellent proficiency in written and oral English and Cantonese and Mandarin
- Ability to work independently and within a team
- Strong inter-personal communication skills, both verbal and written
- Demonstrable commitment to Save the Children vision, mission and 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 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.