



Senior Operation Officer (Ref: MCW/110119/SOO)

CHANGE YOUR FUTURE, AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Position Description

The position is responsible for assisting the Assistant Director of Case Management in strategic planning, budget planning and forecast, and ensure the administration and operation of the Foster Care Service is effectively and efficiently managed.

Key Responsibilities

- Contributes to the strategic planning and business development of Children Service, in line with agency's year plan.
- To ensure that there are robust quality assurance and case management systems in place to drive continuous service.
- To ensure that duties are undertaken in compliance with all relevant policies, regulations and legislation.
- Supporting the Assistant Director with data collection, prepare monthly/quarterly statistical report & analysis and develop impact measurement tools.
- To work with staff to establish, and then periodically review, clearly defined and measurable outcomes for Children Services.
- To work with the children services team to establish, and then periodically review, systems for capturing data that allows progress against the agreed outcomes to be measured.
- To take responsible for commissioning research and evaluation work from third parties when required, and to manage this relationship with such organisations or academic departments to ensure that the work meets a set of pre-agreed objectives.
- Assist on grant application and liaise with fundraising team and reporting.
- Perform any other duties as required

Requirements

- Degree in Business Administration, Social Science or relevant discipline; and/or
- 5+ years of working experiences in NGOs, preferably in children or family service
- A self-starter, well organized and able to multi-task, work effectively under pressure and with tight deadlines
- Demonstrated experience in project management planning, implementation, evaluation and dissemination within agreed timeframe
- Working knowledge of budgets, forecasting and metrics
- Qualities of flexibility and adaptability to meet changes and challenges
- Proficient in computer skills, independent, detailed-minded, highly organized and self-driven
- Strong leadership, good interpersonal and communication skills
- Excellent command of both written and spoken English & Chinese
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

To Apply

Interested candidates should send a cover letter and full resume quoting the job reference number (Ref: MCW/110119/SOO) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.