



## Program Officer (Ref: MCW/160819/FCS\_PO)

**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.

### Responsibilities

- Identify and assess the needs of clients, plan for, implement, evaluate and promote the foster care programs
- Develop and implement foster care programs, including proposal writing, budgeting, organizing, implementing and evaluation
- Be active in participating in and initiating continuous development of the program team
- Monitor and evaluate the performance of program activities, identify successes and failures, and make program adjustments accordingly
- Oversee and track progress of all programs and projects in foster care including, work plan development, implementation, monitoring and evaluation, budget management and reporting etc.
- Any other duties as required

### Requirements

- Passionate in child and family welfare
- Degree holder in social science or relevant disciplines with a minimum of 2 years relevant experience
- Knowledge in program design, monitoring and evaluation requirements, and understanding of social science research methods is preferred
- Out-going, flexible, humble, eager to learn, mature, good communication and interpersonal skills, and good team player
- Good command in spoken & written English and Chinese
- Familiar with MS Office (e.g. Word, Excel and PowerPoint) and Chinese word processing
- Knowledge in graphic design, multimedia and social media is preferred.
- 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/160819/FCS\_PO) and expected salary to Assistant Director . Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email [hr@motherschoice.org](mailto: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.