



## Senior Project Officer, Impact Measures (Ref: MCW/230819/SPO)

**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

Mother's Choice seeks a Senior Project Officer to be involved in the planning and implementation of Impact Measures across Mother's Choice. Reporting to the Assistant Manager, the Senior Project Officer is responsible for planning and implementing a comprehensive evaluation framework in place and support services teams in integrating the appropriate data that capture the impact of services of Mother's Choice.

Each year, thousands of teenage girls face crisis pregnancy with no support, and thousands of children are in need of a family for a number of reasons including neglect, abuse, abandonment, or family breakdown. We're here to help the most vulnerable in our community by providing high-quality services for children, youth and families, and actively providing ways to prevent the problem.

Mother's Choice has recently undergone a period of transformation so it can have a greater impact on the community, and the Senior Project Officer, Impact Measures will be a critical member of the team driving that transformation forward.

### Key Responsibilities

#### 1. Best Practice Modelling

- Basing on the logic model framework and impact statements as well as the funding commitment, support services team in integrating the appropriate measures/identifying the data to capture the outputs and outcomes of their services/programs/activities.
- Support Services team in the design, development, implementation and analysis of Baseline studies/Focus Groups where appropriate.
- Document the process of data collection and tabulation automation process. Consolidate and align the definition of data and the rationale of collecting data for capacity building planning.
- In consultation with IT team, develop a manual for using Qlik to manage and display data using simple formulae and functions.

#### 2. Research

- Support Services teams in implementing a comprehensive and evaluation framework and assist them in analysing and presenting their monthly KPIs and ensure timely delivery of related reports for Board, Gala, Business Review and so on.
- Work in collaboration with IT team to leverage on technology to develop user-friendly dashboards that enable our staff to streamline and work more effectively to tabulate and analyse data.

#### 3. Building Capacity

- Develop IM core training to provide regular training/support sessions to build services teams capacity in capturing and presenting the required data and consistently meet the data quality standards.
- Work in collaboration with MarCom team to identify pro-bono support that can capacity build Services Managers in data journalism . communicating compelling stories to stakeholders.
- Undertake other duties as assigned

### Requirements

- University degree or above
- 5 years or more of relevant work experience in data management and analysis, preferably with a background in social research
- Advance knowledge in MS Office and ideally with some experience in handling CRM and Data Processing software e.g. Salesforce and Qlik
- Excellent written and verbal communication skills in both Chinese and English
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy



- Self-directed and able to follow through on tasks and responsibilities independently
- Able to work some evenings and weekends for programs related tasks/activities.
- Passionate about the Mother's Choice mission and committed to the strategic vision and future plans of the organization.
- Candidates with less experience may be considered for Project Officer.
- 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/230819/SPO) 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.