



Assistant Officer, Impact Measures (Ref: MCW/29042021/AO_IM)

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

We are looking for an **Assistant Officer, Impact Measures** to support the work of Impact Measures in data management across services. Our goal is to build credible evidence-proven and impactful models for children, youth, families in Hong Kong.

Key Responsibilities

- Assist in embedding metrics across services.
- Support services teams on implementing various aspects of methodology and tabulation in order to facilitate the collection of quality and consistent data.
- Conduct data mining and provide data-driven analysis.
- Prepare and present data for timely reporting and identify data quality issues for improvement.
- Document and facilitate processes for data management including data cleaning and organisation and review.
- Coordinate and follow up on the team's related events and activities including training, meetings and soon.
- Perform any other duties as required.

Requirements

- University degree or above
- Some work experience in data management and analysis, preferably with a background in social research
- Proficiency in MS Office with a focus on Microsoft Excel
- Fluency in English and Cantonese
- Able to work independently
- Excellent attention to detail
- Knowledge of Qlik for data visualization and analytics is highly desirable
- 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, full resume quoting the job reference number (Ref: MCW/29042021/AO_IM) 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.