



**Senior Program Officer, Foster Care Services**  
(Ref: MCW/220519/SPO\_FCS)

**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 plays the role in supervisory level in terms of overseeing the planning, implementation and evaluation of all the program initiatives. The person filling this role will be a key member working closely with the Assistant Director to ensure that all program activities are impactful, effective and delivered in compliance with SWD/grant requirements, organizational KPIs, policy and procedure that result in achieving the departmental mission and vision.

**Key Responsibilities**

- Lead and supervise the Program Team to keep track progress of all programs and projects including, work plan development, implementation, monitoring and evaluation, budget management and reporting etc.
- Manage in coordination with all team members or other departments, where appropriate, all activities to ensure that program objectives are met, and are in compliance with the SWD requirements.
- Monitor and evaluate the performance of program activities, identify successes and improvements, and make program adjustments accordingly.
- Advise AD on decisions that relate to program implementation, monitoring and evaluation, financial matters and volunteers.
- Identify opportunities for new programs; design and develop program concepts for proposals, write proposals and prepare budgets.
- Manage proposal submission process and ensure complete, accurate, and timely proposal submission.
- Lead and Supervise the Operation Officer for data collection, prepare monthly/quarterly statistical report & analysis and develop impact measurement tools;
- To build the Electronic Case Management system for Foster Family and programs including Family Data to ensure accurate and timely data collection and report automation from the ECMS.
- Participate in selection, and train, assign, organize, and act as lead for volunteers and provide timely performance feedback to supervisor.
- Lead and supervise the Operation Officer to monitor and evaluate the policy and procedures of Children Service, enhancing the processes as required, to facilitate efficient operations in line with agency standards, policies and procedures;
- Ensure all work products comply fully with standards, policies and mission of Mother's Choice.
- Coordinate an ongoing training program for Children Service staff.
- Perform any other duties as required by line manager

**Requirements**

- Bachelor degree in Social Work / Education /Marketing and Communication relevant disciplines in recognized Universities; and
- 3+ years of program / project management with strong facilitation skills, preferably with experience in working with children, youth and/or family
- Strong leadership with the ability to plan strategically and exercise good judgement and discretion in handling on-program support
- Knowledge of methods of impact evaluation, and strong in interpersonal skills, organizational and time management skills
- Excellent interpersonal and communication skills and proficient in written and spoken English and Chinese



- Proven ability to work as a member of a team, fostering the confidence and co-operation of others within the values of the organization, and a demonstrated commitment to ongoing professional development
- 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/220519/SPO\_FCS) 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.