



Head of Human Resources (Ref: MCW/221021/HHR)

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

Act as strategic and trusted leader providing HR advice and support to recruit, develop and retain an engaged and diverse team of compassionate, courageous and dynamic people who are align with Mother's Choice vision, mission and values, and enable them to reach their full potentials. Oversee full spectrum of HR functions, establishing and driving all HR strategic initiatives, proposing and implementing solutions to resolve human resources matters; creating processes, procedures and policies as necessary.

Key Responsibilities

- Collaborate with the management to understand the organization goals and strategy, and to develop and implement HR plans and solutions in order to achieve strategic initiatives and deliver results.
- Develop, review and implement HR related policies and procedures, align with the latest Hong Kong labour laws and regulations, and to ensure effective people management.
- Oversee manpower planning, recruitment selection & onboarding, compensation & benefits, performance management, talent management, employee engagement, laws and regulations compliance, as well as other HR functions and administration.
- Perform budget preparation and control to ensure smooth operation in a cost-effective manner.
- Lead a small HR team to establish the HR strategies and policies, drive innovation in HR programs and streamline internal procedures to achieve business efficiency.
- Manage employee related issues, and take proactive action to prevent issues arising.
- Implement internal training programs including orientation and/or coordination of and recommendation of suitable external training courses/seminars.
- Manage a diverse set of HR projects and initiatives, and ensure HR plans are well understood and implemented.
- Perform duties in support of and as required by the Chief Executive Officer and Chief Operating Officer.

Requirements

- Bachelor or Master's Degree in Human Resources Management or a relevant field
- At least 15 years of HR working experience with at least 7 in a managerial capacity
- Well versed in Hong Kong employment Ordinance and other related legislations
- Strong organization skills, with experience in strategic staff planning, monitoring, reporting and development; experience in change management would be an advantage
- Attributes of being resourceful and personable, with strong value of accountability and integrity
- A strategic thinker, strong analytical ability, excellent attention to detail ensuring quality excellent in numbers and data
- Excellent communication skills, ability to motivate, inspire, and build strong partnerships
- Good team player with excellent interpersonal skill and pleasant personality, able to develop collaborate relations with people at all levels as well as to engage external stakeholders

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- Comfortable with the dynamic working culture, and able to work through complex problems, set priorities and execute
- Fluency in both spoken and written English and Cantonese
- 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/221021/HHR) 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.