



Assistant Director, Human Resources (Ref: MCW/260213/ADHR)

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

As the Assistant Director, Human Resources, you will play a pivotal role in shaping the future of Mother's Choice by empowering our people to fulfill our mission of bringing hope and transforming lives. You will be the driving force behind building a compassionate, courageous, and dynamic team that is deeply committed to our vision: Every child in a loving family.

In this role, you will act as a strategic and trusted leader, providing HR advice and support to recruit, develop, and retain an engaged and diverse team of compassionate, courageous, and dynamic individuals who are deeply aligned with Mother's Choice's vision, mission, and values. You will oversee the full spectrum of HR functions - from talent acquisition and performance management to employee engagement and compliance - ensuring our people are empowered to deliver life-changing services to vulnerable children, youth, and families in Hong Kong.

By establishing and driving HR strategic initiatives, you will propose and implement innovative solutions to address human resources challenges, creating processes, procedures, and policies that reflect our commitment to excellence and compassion. Your leadership will ensure that Mother's Choice remains a place where our staff can thrive, grow, and make a meaningful impact every day.

Job Responsibilities

- Collaborate with the management team to understand the organizational goals and strategy, and develop and implement HR plans and solutions to achieve strategic initiatives and deliver results.
- Develop, review and implement HR related policies and procedures, ensuring alignment with the latest Hong Kong labour laws and regulations, as well as best practices in people management.
- Oversee all HR functions, including manpower planning, recruitment, onboarding, compensation and benefits, performance management, talent management, employee engagement and compliance with laws and regulations.
- Perform budget preparation and control to ensure smooth and cost-effective operations.
- 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 proactively, and take preventive action to address potential challenges.
- Implement internal training programs, including orientation and/or recommend suitable external training courses or seminars to support staff development.
- Manage a diverse set of HR projects and initiatives, such as succession planning and onboarding process review to enhance new joiner experience.
- Perform duties in support of and as required by the Chief Executive Officer and Director, Finance and Operations.

Job Requirements

- Bachelor or Master's Degree in Human Resources Management or a relevant field
- At least 10-15 years of HR working experience with at least 5-7 in a managerial capacity. Exceptional candidates with slightly less experience but a strong NGO background will also be considered.
- Well-versed in Hong Kong employment Ordinance and other related legislations
- Strong organizational skills, with experience in strategic staff planning, monitoring, reporting and development; experience in change management is an advantage

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- Resourceful and committed to accountability and integrity
- A strategic thinker with strong analytical ability, excellent attention to detail and proficiency in numbers and data
- Excellent communication skills with the ability to motivate, inspire, and build strong partnerships
- A team player with excellent interpersonal skill and pleasant personality, able to develop collaborative relations with people at all levels and engage external stakeholders
- Comfortable working in a dynamic environment, with the ability to navigate complex problems, set priorities and execute effectively.
- Fluency in both spoken and written English and Cantonese
- Must share Mother's Choice's commitment to upholding the safety and protection of children as paramount.

To Apply

Interested candidates please send a full resume, expected salary, and available date to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; or email to hr@motherschoice.org

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.