

## **The Women's Foundation: Opening for a Senior Programme Officer/ Programme Manager**

**The Women's Foundation (TWF) is a leading NGO dedicated to the advancement of women and girls in Hong Kong through research, community programmes, and education and advocacy. TWF is seeking a Senior Programme Officer/ Programme Manager to join its rapidly growing and dynamic team.**

### **KEY RESPONSIBILITIES:**

This exciting position offers the right candidate a fantastic opportunity to serve the community with one of Hong Kong's most progressive NGOs. Key responsibilities will include:

- Report directly to the Senior Programme Manager/Deputy Chief Executive Officer and help implement TWF's community programmes as required with particular focus initially on TWF's ground breaking "Girls Go Tech Programme"
- Provide logistical support for TWF's programme activities from coordinating with training partners on programme deliverables to evaluating the effectiveness of the programme and associated research studies
- Be responsible for coordinating meetings, preparing agendas, producing presentations and compiling minutes for the Steering Committees for TWF's community programmes
- Liaise and coordinate with corporate partners, training partners, grassroots organisations and NGOs, schools and education providers, service providers and programme participants, as well as volunteers to ensure the smooth running and output quality of TWF's community programmes
- Assist with TWF's fundraising events and other initiatives alongside other staff members, volunteers and interns
- Assist TWF's Deputy Chief Executive Officer with her responsibilities and duties as may be required

### **REQUIREMENTS:**

- A minimum of three years' experience in a charity or NGO or the social welfare and/or education sector or government or public administration. Experience of running youth or women focused programmes would be a plus
- University degree (2nd class honours and above), preferably in the field of government and public administration, social sciences or business studies.
- A good understanding of education services and/or tech education, disadvantaged demographic groups, and youth and gender issues in Hong Kong
- Excellent command of spoken and written English and Cantonese. Knowledge of Mandarin is a plus
- Proficiency in Word, Excel, PowerPoint and Chinese word processing. Experience with Photoshop would be an advantage
- Professional and well-spoken, able to deal with various levels and types of people/organisations
- Self-motivated, independent, able to work well under pressure and passionate to serve underprivileged communities in HK



- Flexibility to work outside office hours, including evenings and weekends, as required

### **EMPLOYMENT TERMS:**

We offer a 5-day week and an attractive package to the right candidate. Appointment is subject to a probationary period of 3 months.

### **TO APPLY:**

Interested candidates should send their curriculum vitae with details of their professional and academic background, availability and expected salary at [hr@twfhk.org](mailto:hr@twfhk.org) by **October 10, 2017**. Candidates not contacted by December 2017 should assume that their application has been unsuccessful.

TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only. For more information on TWF, please visit our website: [www.twfhk.org](http://www.twfhk.org).