

Looking to work in a dynamic environment alongside highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, organised and passionate about the advancement of women and girls, we may have a job for you. From time to time, we post job openings and opportunities that come up with TWF so it's worth coming back to check. We would also be happy to hear from you at any time if you want to register your interest in a possible job with us - please email your CV to hr@twfhk.org. We will keep your interest and details confidential.

We currently have the following vacancy:

SENIOR MANAGER / MANAGER, PIPELINE INITIATIVES

Principal Responsibilities:

- Manage a range of TWF's pipeline related programmes, partnerships and initiatives including TWF's signature Mentoring Programme for Women Leaders, Male Allies, 30% Club/Women in Leadership related initiatives and events
- Manage and develop TWF's range of best practice resources e.g. Effective Unconscious Gender Bias Strategies and develop new best practice guides
- Manage TWF's network of corporate partners and other sponsors for our pipeline programmes and cultivate new partners and sponsors
- Develop press releases and commentary in traditional and social media to showcase TWF's pipeline development work and more generally, to highlight issues and developments in the area of career advancement for women
- Manage and develop TWF's stakeholder relationships with Government, business, corporate partners/donors, chambers of commerce, academics, the media, conference organisers and other NGOs in relation to TWF's pipeline development work

REQUIRED QUALIFICATIONS & EXPERIENCE

- Under-graduate and/or Master's degree from a recognised academic institution
- Minimum 6-7 years work experience, ideally in a professional services or corporate context
- Must be able to demonstrate a successful track record in leadership, relationship management, and effective project management as well as strategic planning
- A track record in successful business development, talent management experience and prior knowledge of D&I programmes would be a strong plus
- A keen interest in women's and gender issues would be a plus

REQUIRED SKILLS

- Word, Excel and PowerPoint proficiency
- Fluent written and spoken English; Chinese (Cantonese) language skills would be a plus
- Strong strategic planning, research, writing, presentation and relationship management skills, including the ability to engage with senior-level stakeholders, media and corporate partners
- Self-starter, highly motivated, strategic thinker and creative problem solver, able to lead strategies, set priorities and be flexible, with a strong attention to detail

TO APPLY

Interested candidates should send their curriculum vitae with details of their professional and academic background, two referees, availability and expected salary to HR@twfhk.org by November 30, 2018 (Early Application is encouraged).

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: twfhk.org.