Looking to work in a high octane environment alongside highly energised, highly motivated, innovative and collegiate colleagues who are passionate about their work? If you are strategic, energetic, 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:

PROGRAMME OFFICER

Principal 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/Programme Manager and help implement TWF's community programmes as required with particular focus initially on our Girls Go Tech programme and new community initiatives
- 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
- Provide support in managing the Girls Go Tech Alumni platform, including database management, participant registration and promoting activities
- 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 Community Programme Team with its responsibilities and duties as may be required

REQUIREMENTS:

- Experience of running youth or women focused programmes and/or in a charity or NGO or the social welfare and/or education sector or government or public administration would be preferable
- 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 STEM education, disadvantaged demographic groups, and youth and gender issues in Hong Kong
- Excellent command of spoken and written English and Cantonese
- Proficiency in Word, Excel, PowerPoint and Chinese word processing. Good IT skills and experience with Photoshop would be an advantage
- Professional and well-spoken, able to deal with various levels and types of people/organisations
- Self-starter, highly motivated and resourceful problem solver, able to set priorities and be flexible, able to work independently with a strong attention to detail and passionate to serve underprivileged communities
- Flexibility to work outside office hours, including evenings and weekends, as required
- Recent graduates are welcome to apply

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 **24 September, 2021 (early application is encouraged).**

TWF is a committed Equal Opportunities Employer. Data collected will be used for recruitment and other employment-related purposes only.