

Operations Director

The Operations Director will be responsible for managing and coordinating S&D's programs (Outreach, Drop-In, ReStore and Aftercare). In this role, you will provide advanced leadership, consultation, and expertise to implement and improve our programs, as well as day-to-day administrative and functional management of programs and staff. The Operations Director will establish funding, provide operational planning, budgeting and assessment of S&D's programs.

Duties & Responsibilities:

- Establish and implement short- and long-term goals, objectives, and operating procedures
- Assist CEO in examining, developing implementing, documenting and communicating the goals, priorities and values of the organisation
- Ensure robust monitoring and evaluation of programs and effect the changes required for improvement
- Recruit, train and manage staff on both a professional and administrative basis
- Identify and solicit local and international funding sources for services and programs.
- Provide leadership in the planning, development and implementation of strategies and initiatives for generating program resources
- Oversee all facets of the daily operations of the organisation, ensuring compliance with S&D policies
- Provide supervision, support, coaching and training of staff in conjunction with the CEO, including work allocation, training, enforcement of internal procedures, and problem resolution; evaluate performance and make recommendations for staff actions; motivate staff to grow to their maximum potential
- Miscellaneous job-related duties as assigned by the CEO

Required:

- Degree-holder; at least 5 years of experience directly related to the duties and responsibilities specified
- Advanced written and verbal communication skills in English
- Fluency in Chinese
- Skill in budget preparation and fiscal management
- Ability to analyse and interpret financial and operational data and prepare business reports, projections and recommendations
- Program planning, development, implementation and leadership skills
- Knowledge of organisational structure, workflow and operating procedures
- Ability to develop and implement funding strategies
- Strong judgment, analytic reasoning critical thinking and problem-solving skills
- Professional and emotional maturity that demonstrates warmth, dependability, responsiveness, and confidentiality
- Knowledgeable about impact assessment, and experience in working with monitoring & evaluation frameworks and tools

Desirable:

- Comprehensive knowledge of human trafficking and commercial sexual exploitation
- Experience in working with vulnerable populations
- Experience in working across a variety cultures

Salary \$29,000 - \$32,000 depending on experience.

To apply: Please send your CV and cover letter to Janice@sonsanddaughters.org.hk