



Recruitment of Contract Post

Project Manager (Wan Chai)

Reporting to the Senior Management, the appointee will be responsible for steering, overall planning and monitoring of the Project in-charge, which includes the implementation of a new service model providing transitional support for persons in mental recovery and youth growing up in institutions.

Key responsibilities

- To provide leadership and management in steering, overall planning and monitoring of the Project;
- To plan and implement the community engagement processes;
- To communicate with stakeholders (including the local community, collaborators etc), and manage stakeholder relationships;
- To ensure the building design and facilities aligned with the Project's objectives;
- To develop and produce the programme materials and apps system;
- Key liaison person among the Agency, research team, referring agencies and government departments;
- To manage the whole operation, finance and budgetary control of the Building;
- To supervise and coach the staff team and handle all related staff issues;
- To provide counseling service to the youth when necessary;
- Project evaluation and project research; and
- To ensure timely, accurate and informative reports to the Seniors, Funder, regulators, etc.

Requirements

- Post-secondary education in counseling, social work or related disciplines with over 5 years' supervisory / management and service development experience;
- Proficient in both written and spoken English and Chinese with excellent communication, interpersonal and problem solving skills;
- Strong team player with ability to work in collaboration with others to deliver results, and work efficiently under pressure and multi-task oriented;
- Computer literate and able to pick up new technologies and concepts quickly; and
- Experience in overseeing sizeable capital projects will be an advantage.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)