

Child Development Initiative Alliance (CDIA) is a non-profit charitable organization with the objective of developing our next generation and dedicated to provide disadvantaged youths an opportunity for upward social mobility. Established in 2014, CDIA focuses on benefiting youths in need by providing training in core values change, basic life skills and knowledge to lead up to career related exposure and experience via our "READY Program" by mobilizing the participation of the business community and the public to engage in youth development initiatives. CDIA is looking for a suitable person for the position of Project Director.

Project Director (Ref. no.: PD)

Responsibilities:

1. Report directly to the CDIA Executive Committee and Honorary Chief Executive on project progress and development.
2. Responsible for overall project management including budget, manpower, other resources, quality and standards.
3. Advise on project direction and strategy according to changing development and progress.
4. Overall responsibilities of project implementation and delivery according to the agreed KPIs.
5. Partnership building and networking with project stakeholders especially the business sectors and engage them to the CDIA Youth Work Explorer (Y-WE) Program. Such tasks include proactive marketing duties, proposals preparation and presentation, identify speakers and trainers etc.
6. Overall management of matching the youths to the work place according to the CDIA operations systems.
7. Develop platform for Business Advisors to interact with youths. Such direct services will be provided to the youths throughout the project period.

Requirements:

- A Bachelor degree or Diploma, preferably in relevant disciplines;
- At least 15 years' relevant working experience with a minimum of 5 years at the senior management level;
- Familiar with local social service environment with proven experience in project management;
- Connections and network with non-governmental organizations, schools and business sectors;
- Strong management and leadership skills with demonstrated experience in working with the board and committees;
- Excellent communication and interpersonal skills;
- High proficiency in both written & spoken English and Chinese including Putonghua; and
- Immediately available preferable.

Enquiries

Remuneration packages will commensurate with qualifications and experiences. Interested parties please apply with full curriculum vitae with the expected salary, availability, post and ref. no. quoted to: Administration Manager, Child Development Initiative Alliance, Rm 701, Tung Che Commercial Centre, 244-258 Des Voeux Rd W, Sai Ying Pun, Hong Kong or email to gen.cdia@cdia.org.hk on or before 3 December 2021.

All information provided by the applicants will be treated in strict confidence and for recruitment purpose only.