

职位说明书 Position Description

职位名称: 广东教育项目初级主管 | Position Title: Guangdong Education Programs Junior Director
上报: 中国区项目主管 | Reports To: China Programs Director
下属: 无 | Direct Reports: None

职位综述: 广东教育项目初级主管负责 CWEF 在广东开展的教育项目, 包括助学金项目、REACH 项目, 及其他新开发的教育领域项目。CWEF 与当地政府、社区和学校合作, 开展旨在长期提高和改善当地人民生活、学习的教育项目和社区健康教育项目, 给所有合作伙伴和项目参与者有机会经历上帝的慈爱。

Position Purpose: The Guangdong Education Programs Junior Director (GEJD) will be responsible for planning and carrying out Concordia Welfare & Education Foundation's education programs in Guangdong province, including the high school scholarship program and the REACH student development program, as well as any other new areas for education programming in Guangdong. CWEF works with local governments, communities and schools to facilitate education and health programs designed to improve life over the long-term, providing an opportunity for program partners and participants to experience God's love in action.

主要职责描述

1. 负责完成广东教育项目的开发、实施、督导、监测及评估, 确保各阶段痕迹资料的完整性及有效性。
2. 负责协调与项目合作伙伴、志愿者、机构内部其他工作人员等各方之间的关系, 确保项目按计划有序进行。
3. 负责组织、协调及安排项目中的培训, 并能承担项目中的有一定深度的培训工作。
4. 负责广东教育项目评估资料的收集整理, 按要求撰写评估报告。
5. 支持团队志愿服务部门工作人员, 组织协调相关人员及志愿者完成团队志愿服务活动。
6. 及时总结项目进展及成果, 形成文字报告、视频、图片等形式, 主动汇报。
7. 及时收集汇总与工作内容相关的信息、政策、规定等, 理解并支持中国各级政府规定。
8. 主动与其他同领域机构交流, 分享本机构经验, 吸取其他机构的经验用以提升本机构项目的服务质量; 对新的教育项目发展方向或项目提出建设性建议。
9. 履行由上级主管提出的其它工作职责。

Position Responsibilities:

1. Plan and carry out education projects in Guangdong, including research, implementation, supervision, monitoring and evaluation to ensure projects' integrity and effectiveness.
2. Coordinate with project participants, partners, volunteers and other CWEF staff to ensure the project is carried out in a professional and orderly fashion.
3. Organize and coordinate in-depth training events.
4. Collect project evaluation data and prepare evaluation reports as required by each program.
5. Coordinate with and support activities and responsibilities of internal and external volunteers and service learning teams.
6. Report on project progress in a timely manner, including stories, photos and videos.
7. Understand and follow government policies and regulations related to education and non-profit activity, and when appropriate, collect and share this information with supervisor or other colleagues.
8. Network, communicate and seek cooperation with other NGOs or agencies engaged in related areas and/or activities. Learn from the experience of other social service organizations or projects, and seek opportunities for collaborative efforts in line with CWEF's vision, mission, values and principles.
9. Perform other duties as requested by supervisor.

For more information or to apply, please contact us at: [hiring@cwef.org.hk](mailto: hiring@cwef.org.hk)

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职位KSAOC分析:

知识

1. 基本了解社区可持续性发展的概念和策略
2. 清楚了解和认同CWEF愿景、使命、价值观和项目原则
3. 项目开发、管理、督导及评估知识
4. 参与式方法、信息传播知识

能力

1. 决策能力。
2. 项目管理能力。
3. 组织和执行能力。
4. 规划和时间管理。

职位要求

宗教信仰

- 基督徒学历
- 教育、公共管理、社会工作及相关领域本科学历。

工作经验

- 社区服务项目工作经验
- 熟悉项目预算制定、标准财务实操、有熟练的电脑技能及办公软件技能（文档处理、电子表格、数据管理，邮件等）

差旅

- 能适应经常出差（15%-20% 每年）
- 每个月1-2次出差

5. 风险管理能力。
6. 沟通协调能力。
7. 妥善管理活动费用

1. 良好的沟通技能
2. 良好的中、英文沟通能力
3. 良好的团队建设技能
4. 自学能力

技能

1. 良好的沟通技能
2. 良好的中、英文沟通能力
3. 良好的团队建设技能
4. 自学能力

性格特征

1. 独立
2. 主动
3. 乐于倾听采纳他人建议, 较强适应力
4. 乐于助人
5. 稳定(工作+情绪)
6. 责任感强

KSAOC - Knowledge, Skills, Abilities & Other Characteristics

Knowledge

1. Basic understanding of sustainable community development concepts and strategies.
2. Clear understanding of and belief in CWEF vision, mission, values and program objectives.
3. Project development, management, supervision, and evaluation knowledge.
4. Participatory teaching and learning methods.

Skills

1. Decision-making
2. Program/project management
3. Organizing and executing
4. Planning and time management
5. Risk management
6. Communication skills

Qualifications

Faith: Christian

Education: Bachelor's degree in education, public administration, social work or related fields preferred.

Experience

- Previous community or social service organizations or projects.
- Familiar with project budgeting, standard financial operations, proficiency in the use of computers and office software (word processing, spreadsheets, data management, email, etc.)

Travel

- Willing and able to travel frequently (15-20% of the year)
- 1-2 trips per month.

7. Proper budgeting and financial management

Abilities

1. Excellent oral and written communicator.
2. Native Mandarin and proficient English ability.
3. Team-building ability and able to work effectively in a team.
4. Strong capacity for self-learning.

Other Characteristics

1. Independent
2. Active
3. Adaptability; willing to listen to others and adopt recommendations.
4. Helpful
5. Stable (professionally & emotionally)
6. Strong sense of responsibility

For more information or to apply, please contact us at: hr@cwef.org.hk