



Founded in 1983, we are a non-profit making organization that provides intensive and well-rounded multi-disciplinary early intervention and therapy services to pre-school children with special education needs aging between 0 to 6 years old. Our commitment is to help them to achieve their full potential at the earliest possible age.

We welcome passionate individuals in joining Watchdog family to be one of us!

Watchdog Early Education Centre

HR & Programme Manager

Reporting directly to the Executive Director, the successful candidate will oversee the full spectrum of human resources functions for a small to medium-sized NGO.

Key Responsibilities

- Manage end-to-end HR functions, including recruitment, onboarding, payroll administration, and employee relations
- Ensure compliance with employment legislation and internal HR policies
- Maintain accurate HR records and handle confidential information with discretion
- Facilitate and manage insurance matters
- Provide administrative and coordination support for private programme
- Assist in general office and organizational support as needed

Requirements

- Bachelor's degree in Human Resources Management or a related discipline
- Around 3 to 5 years of relevant HR experience, including payroll processing
- Sound knowledge of employment legislation and HR practices
- High level of integrity, professionalism, and discretion in handling sensitive information
- Strong organizational skills, attention to detail, and ability to manage multiple priorities with minimum supervision
- Good communication and interpersonal skills
- Willingness to work on Saturdays (5-day work week with a weekday off in lieu)

Interested parties, please apply with a detailed resume stating current and expected salary to Watchdog Early Education Centre, G/F, 12 Borrett Road, Central, Hong Kong and email it to coppt@watchdog.org.hk.

Collected information is kept strictly confidential for employment-related purpose. Applicants who have not received our feedback within 3 months can consider the applications as unsuccessful. Unsuccessful applications will be properly disposed.