

BREAST CANCER FOUNDATION
JOB OPENING (15 JAN 2021)

Updated 18 JAN 2021



Job Title	Organisational Development Senior Executive / Executive
Job Purpose	Breast Cancer Foundation (BCF) is looking for a Senior Executive / Executive who can take the lead in transforming the various systems and processes in BCF as well as strengthening our people practices – with the aim of building a digitally-enabled, integrated environment, where all staff are able to perform at their best levels, empowered by technology and best practices.
Key Responsibilities	<p>We are looking for someone who is keen to be part of a well-established social service agency, and who is able to contribute in the areas of, but not limited to:</p> <ul style="list-style-type: none"> • Workforce optimisation • Business systems re-design • Change management • HR transformation • Digital transformation and implementation <p>She/He will take the lead to ensure that IT systems are put in place to meet the evolving operational needs of BCF, that staff are well-trained to optimise these systems, and that our members are well-served by these systems too.</p> <p>This role will also look after our HR management system, payroll, as well as support and ensure integration between the Fundraising & Finance functions of the organisation.</p>
Requirements	<p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> • Good knowledge and competency in human resources, finance, corporate services, operations, change management and digital transformation. • Familiar with sourcing and procurement of services • Good with connecting people and processes • Strong interpersonal communication skills • An excellent project manager <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Diploma or Degree <p><u>Others:</u></p> <ul style="list-style-type: none"> • 6 - 8 years of working experience • Experience in HR, finance, budgeting and project management. • Individuals looking for a career switch to the social services sector are encouraged to apply.
Closing Date	16 February 2021