

# We are Hiring!



**Position:** Head of Programmes

**Posted:** Feb 2024

**Reports to:** Managing Director

**Location:** Hong Kong

**\*Candidates must have the right to work in Hong Kong**

*Are you keen to apply your professional experience and skills to help build the next phase of an established yet dynamic SME?*

*Interested in a hands-on role shaping mindsets and behaviours of public, private & civil sector leaders?*

*Eager to lead client work at the intersection of business, sustainability, and public policy at the forefront of executive education?*

*Committed to pushing your own boundaries in learning and problem solving via business model generation, strategy, and policymaking across Asia?*

**The Global Institute For Tomorrow (GIFT)** is an independent pan-Asian think tank with offices in Hong Kong and Kuala Lumpur. Through our non-traditional approach to executive education and advisory services, we advance a deeper understanding of the shift of influence from the West to Asia, the dynamic relationship between business, society and the state, and the reshaping of the rules of global capitalism. Our proprietary curriculum and proven learning methodology have been developed over 17 years, working with 2,000+ alumni in 80 countries, to cultivate the leadership mindsets and behaviours required to redesign society in the 21st century. GIFT's content and network are also being leveraged to create foundation coursework for our online learning ecosystem at GIFT.ed, a subsidiary ed-tech company.

## Job Description

As **Head of Programmes**, you will have overall responsibility for the successful planning, design, execution, and continuous improvement of GIFT's executive education programmes. Working closely with the Managing Director, you will provide oversight and management of the team who are managing and supporting programme work, in addition to actively supporting business development and sales. Executive education programmes include in-person experiential courses, outcome driven workshops, blended-learning and online programmes.

### Programme management and delivery includes:

- Providing oversight to the internal Programmes Team, ensuring expectations are aligned and met in deliverables, budget, client and partner management and production of high-quality outcomes.
- Supporting the development and management of public and custom programmes, field projects, session content, proposals, client deliverables, including activity planning, sequencing, and prioritising to ensure key milestones and objectives are met and exceeded.
- Overseeing coordination, communication, and relationship management with internal and external stakeholders including clients, participants, field-project partners and stakeholders, vendors, suppliers, etc.
- Guiding research, writing and collaboration to produce high quality concept papers, client proposals, reports and programme collaterals, and to develop socially impactful business or policy projects in collaboration with clients, project partners and other stakeholders
- Documentation of programme and project outcomes to ensure project objectives are met and delivered to project partners and clients
- Review and approval of logistics including enrolments, travel, accommodations, and venues
- Budgeting and cost management to ensure strong financial performance of all programmes

Honest Inquiry · Asia's Worldview · Ideas to Action

# We are Hiring!

- Working with the team to ensure programme and project outcomes are completed, documented, and syndicated across three offices, working to identify business synergies where possible.
- Relationship management amongst existing and new clients, programme sponsors, alumni and business partners with a view to growing the business in Hong Kong and the wider region.

## Skills and Qualifications

- 8-10 years work experience, preferably with a focus on team management, consulting, client relations, business development and communications
- MBA or master's degree in a technical field is an advantage
- Fluency in English required; Cantonese &/or Mandarin (fluency in other Asian languages is a plus)
- **Project management skills** to ensure processes run smoothly; includes the ability to handle multiple projects simultaneously, manage budgets, prioritise, document and deliver outcomes
- **Team management skills** to plan, manage, provide oversight and coaching, and build a productive, enjoyable atmosphere amongst programme managers and support staff.
- **Research and writing** to manage production of high quality presentations, briefing notes, client materials, reports, business plans, feasibility studies, policy proposals, etc.
- **Conceptual thinking** to be able to understand abstract ideas and connect the dots between disparate and macro insights to create new ideas and reflect on past decisions
- **Problem-solving** to gather information, weigh the associated pros and cons and then formulate the best solution for participants, clients, project partners and GIFT
- **Negotiation and conflict management** to negotiate mutually beneficial agreements and resolve potential conflict or setbacks with suppliers, clients, colleagues, and other key stakeholders
- **Technologically savvy** hands-on experience with all Microsoft 365 applications and familiarity with online education and collaborative tools such as LMS, Slack, and video conferencing platforms

## Benefits of the Role

- A fulfilling and challenging position within a dynamic, purpose-driven company that asks you to think, discover, learn, and grow, with truly regional focus and exposure
- Engagement in thought leadership and the opportunity to contribute to the origination of bold new ideas from an influential platform, including elevating your professional profile.
- Work on influential projects for government and business with far-reaching social impact
- Opportunity to travel for client work to enhance professional exposure and broaden worldview
- Contribute to the personal growth and transformation of programme participants, as well as the organisational transformation of client companies and government agencies
- Opportunities to work closely with GIFT ASEAN colleagues in KL, Malaysia and with the team building GIFT's subsidiary ed-tech company GIFT.ed
- Competitive remuneration which may also include options for equity alongside generous employment benefits; ample room for career growth in a regional role and with a global mindset

To apply, please send your CV and a covering letter to Eric Stryson: [estryson@global-inst.com](mailto:estryson@global-inst.com)

All information provided will be used for recruitment purposes only