



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at [www.hongchi.org.hk](http://www.hongchi.org.hk)

## **Project Officer** (Ref. PO(SMO)/02/07/25/W)

### **Responsibilities:**

- Assist in monitoring administrative management including SQS, organizing training and development programme, supporting funding application and report, taking meeting minutes and assigned administrative duties etc.

### **Requirements:**

- University graduate, at least 3 years' experience in Administration or relevant discipline
- NGO experience preferable
- High proficiency in written and oral English and Chinese
- Well organized, good time management and able to work independently under stress
- Candidates with experience in staff training or event management will be given priority
- Work location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Services Management Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to [adult\\_asm@hongchi.org.hk](mailto:adult_asm@hongchi.org.hk)

***\*\*Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis\*\****

*(All data collected will be used for recruitment purposes only.)*