

Project Officer (Job ref: PO-2424-HKAAA)

Main Duties:

- Assist PSO to implement the three schemes;
- Assist in programme design and execution, marketing and promotion, etc;
- Liaise with young graduates;
- Assist in meeting arrangements, selection process and monitoring the project progress;
- Prepare regular updates and statistics;
- Undertake other duties as assigned by supervisors.

Requirements:

- Degree holder with minimum 2 years working experience, preferably in arts or related discipline;
- Good verbal and written communication skills in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge in Photoshop, Adobe Illustrator or experience in managing a website will be an advantage;
- Able to work independently and also with a small team to accomplish the assigned tasks;
- Self-motivated, detail-oriented, well-organized and strong analytical skills.

Successful candidate will be offered a 24-month contract. Salary offered will be commensurate with qualifications and experience. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** (hrrecruit@hkadc.org.hk) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **1 July 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

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