

Research Coordinator (Job ref: RC-2436-HKAAA)

Responsibilities:

- To undertake specific research assignments and major cultural planning issues initiated by the Council which include but not limited to literature review, data collection, statistical analysis, writing up briefs and reports, and reviewing the findings from the appointed research agency and deriving insight and recommendations;
- To monitor proactive research projects and to provide administrative support which include but not limited to liaison with research organisations, conducting consultations and forums, organising meetings and drafting related papers for discussion;
- To provide technical and logical support for research projects, and secretariat support for various research-related committees and working groups;
- To offer regular liaison and administrative support services to Research and Development Department;
- To perform such other duties as may be assigned by supervisor(s).

Requirements:

- University degree, knowledge in disciplines like data management, cultural management or arts related discipline would be advantageous;
- At least 4 years of relevant experience in the research field, with proven experience in analyzing organizing, presenting data and project management;
- Ability to work on research projects efficiently;
- Detail-minded, well organized, good interpersonal skills and analytical skills;
- Good communication and writing skills in both English and Chinese;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing). Ability to use analysis tools such as Excel pivot tables and/ or SPSS would be an advantage.

Successful candidate will be offered a 12-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 **14 October 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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