

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part Time Officer (Job ref: PTO-2448-HKAAA)

Responsibilities:

- To check grant application documents, including but not limited to verifying application content and data, calculating income and expenditure;
- To provide clerical support, including but not limited to filing, data entry, photocopying and scanning documents, packing the documents for courier and maintaining storage record;
- To assist in preparing papers and reports;
- To collate data and check statistic relating to HKADC's grant schemes;
- Undertake any other duties as assigned by the Supervisors.

Requirements:

- Matriculated or above, students are welcome;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge and interest in arts would be an advantage.

Working Hour: Average 16 hours per week

Salary: A fixed rate of \$70/hour

Successful candidate will be offered a 12-month contract. 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 **11 November 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.

HKADC is an Equal Opportunities Employer