

Arts Development Officer (Job ref: ADO-2503-HKAAA)

Main Duties:

- To support the team supervisor in handling grant schemes and pro-active projects;
- To coordinate and work closely with Council members, strategic partners, applicants and grantees;
- To monitor and provide regular updates of the scheme's development;
- To provide general administrative and clerical support to the Supervisor;
- To collate and analyze data and statistics related to HKADC's work.

Requirements:

- University degree with at least 2 years full-time working experience;
- Pleasant personality with tactful and professional communication;
- Good verbal and written communications skill in both English and Chinese. Putonghua will be an advantage;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing);
- Strong analytical skills and ability to handle numerical data;
- Strong sense of responsibility, self-motivated, detail-oriented and well-organised;
- Knowledge in Drama and experience in grant-making will be an advantage.

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 **18 February 2025**. 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