

Music & Art Development Officer (REF: A3/MADO/TWAM/AAA)

Location: Tin Shui Wai/Wan Chai

Roles & responsibilities:

- Assist in managing music training programmes/extra-curricular activities at client schools/centre;
- assist in managing and coordinating music activities;
- maintain good relationship with clients schools, handle complaints, answer students and parents' enquiries;
- assist in supervising part-time staff/intern, monitor and manage service providers and instructors;
- assist in managing a small office/centre, prepare reports and statistic returns and provide reception service at centre if required;
- perform any other duties as assigned; and
- required to work irregular hours, including evenings and weekends occasionally.

The ideal candidate should have/be:

- Higher Diploma or above with at least 1 year full-time relevant experience in school/sports/art/performing arts education institute/social centre/music centre or equivalent;
- preferably knowledge in sports, art, performing arts, design;
- able to communicate in Cantonese, English and Putonghua;
- mature personality and ability to work independently; and
- proficient in both Chinese and English word-processing skills.

(Please specify in the resume or application form the relevant qualifications and working experience you have attained in detail.)

Compensation & employment terms:

The successful candidate will be appointed on contract terms with a salary currently at \$20,770 per month (Tung Wah Master Pay Scale Point 6). The salary is subject to downward/upward adjustment or may be frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. The fringe benefits include paid annual leave, medical services, a dental scheme and training sponsorships. The incumbent will normally work under a 5-day week schedule subject to operational needs and exigencies of the service.

Application:

Please send your resume or a completed application form [F601] to the Head of Human Resources Division, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **17 December 2024**. Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. **The reference code should be marked both in the letter and on the envelope.** For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting. Underpaid mail items will not be accepted by Tung Wah. In accordance with the Tung Wah's personal data policy, personal data provided by the applicants will be used strictly for recruitment purpose only. Applicants not invited to attend an interview within 3 months after the deadline may assume that their applications are unsuccessful.

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