Assistant Planning Officer II(Post No. : TP/STA/APOII/HKAAA)

Duties：

- Plan, develop, and deliver youth programmes, including preparing materials and facilitating activities
- Assist in preparing grant proposals and budgets, and support submission and progress reporting in line with funder requirements
- Coordinate programme schedules, liaise with stakeholders, and help ensure smooth delivery of youth services
- Support day-to-day venue management, including promotional activities, on-site logistics, and maintaining a welcoming environment
- Monitor safety procedures to meet license requirements and organizational policies; assist with incident reporting and uphold safeguarding obligations at all times
- Provide administrative support, including maintaining accurate programme and booking records and keeping documentation up to date
- Perform other duties as assigned by the supervisor

Service Category : Youth Service

Requirements :

- 5 passes in the HKCEE including English Language (Syllabus B) and Chinese Language at Grade D or above
- a recognized degree or equivalent
- at least 5 years' post-qualification experience
- Candidates with management experience will be preferred
- Experience in organising large-scale events will be given priority
- Solid experience in managing events and performances, including youth programmes and stage production
- Strong writing skills in English and Chinese for funding proposals, reports, and marketing materials
- Detail-oriented and well-organized, with the ability to work effectively with stakeholders at all levels
- Strong time management skills; able to handle a high workload under pressure and meet tight deadlines
- Proven leadership with a proactive, resourceful approach; able to work independently

Remuneration and Terms of Employment :

- The current salary is $32,430(Pt. 13 on TWGHs' Master Pay Scale)
- The above salary is subject to upward/downward adjustment or freeze in accordance with TWGHs' regulations and/or by reference to the Civil Service Pay Adjustment
- For posts involving work related to children, the elderly, or mentally incapacitated persons, TWGHs will require applicants to undergo a Sexual Conviction Record Check
- Successful applicants will be employed on contract terms
- Staff benefits include vocational leave, development allowance, and medical and dental care

Application Procedure :

Please send your resume or completed application form (available in person or downloadable from our website http://www.tungwah.org.hk):

- By post to : Chief Manager, No. 2 Tsat Po Street, San Po Kong, Wong Tai Sin; or
- By email to: recruit@tungpo.org.hk

Please indicate the position applied for and the post number on both the letter and the envelope. The application deadline is 18 November 2026.

TWGHs will only use the personal data provided by applicants for recruitment purposes and will strictly comply with the organization's Personal Data Policy. Applicants who have not been contacted for an interview within three months of the application deadline may consider their application unsuccessful.

We are an Equal Opportunity Employer.

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