

## **Project Officer** (Job ref: PO-2453-HKAAA)

### **Main Duties:**

- Assisting in the preparation and conduction of the Nomination Exercise;
- Assisting in venue booking, logistics and administrative support to campaigns related to Nomination Exercise such as voter registration, briefing sessions and candidate forum;
- Providing clerical support including but not limited to organise meetings, draft reports, paper, minutes, letters, memos, filing, handle enquiries and complaints, etc;
- Collate and analyse data and statistics relating to the Nomination Exercise;
- Performing duties outside the administration office of the Council as required;
- Work irregular hours, shifts and on Saturdays and Sundays may be required during electioneering & polling;
- Undertaking any other duties as assigned.

### **Requirements:**

- University degree with at least 2 years full-time working experience;
- Good communication and writing skills in both Chinese and English;
- 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-organized;
- Knowledge or interest in arts will 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](mailto: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 **9 December 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***