

## **Project Senior Officer (Job ref: PSO-2504-HKAAA)**

### **Main Duties:**

- To assist the Project Executive Manager in overseeing and coordinating the new internship programmes and the residency scheme;
- To assist in programme design and execution, marketing and promotion etc.;
- To liaise with tertiary institutions and young graduates;
- To assist in preparing the call for proposals, arranging meetings and preparing papers and correspondences;
- To assist in monitoring budgets, prepare regular updates and reports.

### **Requirements:**

- Degree holder with minimum 5 years relevant working experience, preferably in arts or related discipline;
- Multi-tasking, good inter-personal skills, self-motivated and well-organised;
- Able to work independently and also with a small team to accomplish the assigned tasks
- Good communication skills in both English and Chinese;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge in Photoshop, Adobe Illustrator or experience in managing a website will be an advantage.

Successful candidate will be offered a 16-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 **17 February 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***