

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part Time Officer (Job ref: PTO-2459-HKAAA)

**Responsibilities:**

- To input and compile data for projects supported by HKADC;
- To carry out general clerical duties for Finance, Information Technology & Administration Department.

**Requirements:**

- Higher Diploma or above, preferably undergraduate who is studying in Local Universities or higher education institutions;
- Proficiency in PC operations (MS based applications and Chinese Word Processing);
- Knowledge and previous working experience in sizeable organization would be an advantage.

**Working Hour:**

Average 16 hours per week

**Salary:**

A fixed rate of \$70/hour

Successful candidate will be offered a 6-month contract. 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 **31 December 2024**.

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***