

Research Manager (Job ref: RM-2513-HKAAA)

Main Duties:

- To take charge of any research projects initiated by the Council, and to supervise the collection of data and statistics for any potential research items and council research activities /programmes;
- To assist the RDSM in the initiation and planning of policy proposals and documents including but not limited to data collection and analysis, conducting consultations, forums, opinion surveys for major cultural planning and issues, and drafting of papers and documents;
- To provide administrative and management support to the assigned art form group, including preparation of papers and minutes, and to take charge of the associated projects;
- To assist the RDSM to monitor proactive, partnership or other projects in relation to the content development of the Arts Information Centres;
- To supervise the Research Officers and temporary clerk(s).

Requirements:

- University degree, knowledge in disciplines such as social sciences, knowledge management, cultural management or arts related disciplines would be an advantage;
- At least 5 years of relevant work experience in the research field, with proven experience in data analysis, organization, presentation and project management;
- Ability to work independently on research projects and be highly motivated;
- Strong sense of responsibility, well organized, good interpersonal and analytical skills;
- Good communication and writing skills in both English and Chinese. Ability to speak Putonghua will be an advantage;
- Proficiency in PC operations (MS Office applications and Chinese Word Processing).

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) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **10 April 2025**. 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.

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