

## **Training and Scholarships Officer (Job ref: TSO-2403-HKAAA)**

The Hong Kong Arts Development Council is looking for a Training & Scholarships Officer to implement the training grants, scholarships and related funding schemes (“programmes”). The programmes aim to nurture managers and administrators in the arts and cultural sector and enhance their management and administrative capabilities.

### **Responsibilities:**

- Coordinate and execute various training and scholarships programmes (programmes), which involve handling programme applications, communication with programme partners, awardees and assessors;
- Prepare programmes documents, such as assessment papers, progress reports, agreements and other related materials etc.;
- Assist in monitoring the progress of programme, evaluation and budget;
- General administrative work;
- Undertake other duties as assigned by supervisors

### **Requirements:**

- A University graduate with minimum 2 years relevant working experience;
- Experience in implementing funding schemes or scholarship programmes within sizable organizations would definitely be an advantage;
- High proficiency in written and spoken English and Chinese, and strong interpersonal skills;
- Capable of attention to detail and strong organizational skill to handle applications, budgets and reports;
- Multi-tasking, flexible and be able to meet the assigned deadline;
- Proficient in digital skills and Microsoft Excel in particular;
- Knowledge and good understanding of Hong Kong arts sector is a plus.

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 **24 July 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***

