



## The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

### **Part-Time Project Officer (Administration Department)**

#### **Responsibilities:**

- Coordinate, organize, and implement programmes, activities, and community service projects in line with approved budgets and project proposals
- Prepare progress reports, statistics, and financial reports for the approved projects
- Required to work 7-8 days per month
- Outdoor work and weekend duties may be required
- Primary work location is at the HKGGA Headquarters in Jordan, with occasional work at HKGGA's activity centres or other locations as needed
- **The contract will end in March 2026**

#### **Qualifications:**

- 5 passes in HKCEE / HKDSEE including English Language, Chinese Language and Mathematics
- 2 years relevant experience in organizing activities
- Pleasant, able to communicate with all levels, work independently and under pressure
- Good command of both written and spoken English & Chinese
- Proficient in MS Office applications **especially Excel & Chinese word processing**
- Guiding experience is an advantage

Please send resume with date available and expected salary to [hr@hkgga.org.hk](mailto:hr@hkgga.org.hk) or to Human Resources Department, 8 Gascoigne Road, Kowloon.

***Prospective employees are required to undergo Sexual Conviction Record Check.***

本會將要求準僱員進行性罪行定罪紀錄查核。

***Personal data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.***