



## 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**

#### Responsibilities:

- To work independently for implementing Jockey Club funded outdoor camping and social service project.
- To promote outdoor camping, social service project and kayak activities in social media and website.
- To recruit service targets and assist the participants to enroll through the designated enrollment platform.
- To coordinate, organize and implement programmes, activities and social service projects according to the approved budget and proposal.
- To prepare progress reports, statistics and financial reports after completing the approved programmes and activities.
- To report for duty and on duty in accordance with the individual programmes' and activities' schedules.
- To work outdoor as required.

#### Qualifications:

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

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.***