



The Hong Kong Girl Guides Association

Senior Project Officer

Job duty:

Planning, coordination, promotion, keep track of budgeting and finance situation, preparing statistics, evaluation and assessment reports for the whole project.

Requirements:

- Degree Holder with 5 years working experience in non-government organisations
- At least 3-year experience in project management
- Able to write progress and financial reports, compile service statistics, and write evaluation and assessment reports in proficient English
- Well verse in using social media for promotion
- Pleasant, able to communicate with all levels, work independently and under pressure
- Proficient in MS Office applications & Chinese word processing
- Required to work shift duties on need basis
- 2 years contract

Salary will be commensurate with experience and qualifications.

Please send résumé and expected salary to hr@hkqga.org.hk or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

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.)