



## 香港中華基督教青年會 Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

### 課程主任 Programme Officer

*Ref: PRGOCOC/08/24*

#### Responsibilities:

- Providing administrative support to the Employees Retraining Board (ERB) programmes and short courses;
- Coordinating with teaching and administration staff to ensure performance standard and target set by ERB are being met satisfactorily;
- Assisting in planning, running and following up on professional and social events;
- Providing administrative support to trainers and students associated with specified courses;
- Organizing activities related to the publicity and promotion of ERB programmes;
- Performing any other ad hoc duties as assigned; and
- Performing 2 days night duty per week: 1:00 pm – 10:00 pm

#### Requirements:

- Higher Diploma or above in any discipline;
- At least 2 years of relevant work experience;
- Proficiency in spoken and written English and Chinese; and
- Good administrative abilities, communication and presentation skills.
- Shortlisted candidates are required to attend a written test;
- Working location: YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [recruit@ymca.org.hk](mailto:recruit@ymca.org.hk) **on or before 21 August, 2024.**

(All information provided will only be used for recruitment related purpose.)