



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:

Project Officer

Ref: PJOCOC/11/24

Responsibilities:

- Manage and coordinate course administrative issues related with SEN APL programmes;
- Assist in operating ERB and other subvented programmes;
- Perform course development and explore possible public funding;
- Participate in promoting all kinds of subvented programmes; and
- Assist in other duties and ad hoc projects as assigned.

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.

We offer 5-day work with good remuneration and fringe benefits including paid annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate in 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 **on or before 3 December, 2024.**

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