



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:

Programme Manager (Special Project)

Ref: PRGMGSPCOC/01/25

Responsibilities:

- Planning, developing and executing SEND programmes;
- Overseeing and facilitating the implementation of the programmes;
- Setting up and monitoring marketing and promotion of the programmes;
- Coordinating and liaise with internal and external parties in delivering these programmes in a professional way; and
- Performing ad hoc projects when needed.

Requirements:

- A recognized degree or above in any discipline;
- At least 6 years of relevant work experience in teaching, school administration; and/or private/public sector’s project management;
- Experience in organizing Life Career Planning activities such as articulation, career preparation and whole person development;
- Professional qualification in Life and Career Planning is an advantage;
- Good time management skills in handling multi-disciplinary tasks;
- Proficiency in spoken and written English and Chinese; and
- Good administrative abilities, communication and presentation skills.
- Work location : YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, paid annual 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 **on or before 6 February, 2025.**

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