

We are hiring!

Position: Project Officer / Assistant Project Manager

Report to: Project Manager

Position Summary:

- To assist Project Manager / supervisor in planning, managing and tracking progress of the programs / projects within prescribed budget and time frame, including writing reports and proposals, directing the implementation and monitoring quality
- To assist in the continuum of program / project enhancement and development including framework map out for new ideas
- To assist in building partnership with different stakeholders including governmental/statutory organizations, funders, corporations, churches, social enterprises, etc.
- To train and perform regular review with part-time program assistants, volunteers and helpers to ensure consistency and quality
- To handle daily operation including administration coordination, co-working venue management, supervision of team members (program and administrative assistants), publication, etc.
- To work on weekends occasionally
- To perform any other ad hoc duties as assigned

Requirements:

- Degree holder of any discipline
- At least 2 years relevant working experiences
- Candidate with more experiences will be considered for the position of Assistant Project Manager
- Proficiency in written and spoken English and Cantonese / Traditional Chinese
- Mature, proactive, innovative, highly-organised and willing to learn; Good interpersonal and communication skills, and able to work under pressure with tight deadlines
- Love young people and enjoy working in a dynamic environment
- Passionate in solving social issues, e.g. promoting poverty alleviation and social integration, enhancing people's well-being, cohesion of society, etc.
- Immediate available is preferred

Work location: To Kwa Wan

Salary: Negotiable

Employment Type: Full Time, 1-year contract

Benefits: Five-day work per week,
14-day annual leave (Occasionally works on weekends are required)

Interested parties may send an application with full resume (in PDF format) stating the availability, current and expected salary to <if@fses.hk> (quote subject as "Apply for Project Officer/Assistant Project Manager").

All information provided will be treated in strict confidence and used solely for recruitment purposes. The resume will be retained for a period of two years for future recruitment purposes within our organization.

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