

聖雅各福群會
誠聘以下職位

Rehabilitation Services

1. Project Officer (PO II) (Contract) 〈 Ref: RS/14019 〉

- Associate Degree / Diploma in Creative Media or relevant disciplines with HKCEE 5 passes [incl. Eng (Syl B) & Chinese (Grade E) or above] or equivalent;
- Good command of Chinese and English
- Good knowledge in PC and database application
- With problem-solving skills and good sense of risk prevention
- Excellent command in written English and Chinese
- Responsible for a community arts project
- Relevant experience in arts and administration is preferred
- Experience in program planning, implementation, administration and budget monitoring
- Experience in exhibition and event
- Strong marketing sense
- Build networks and collaboration with all parties concerned
- Monitor the project schedule and manage post-event administration with on time report submission.
- Knowledge of project funding procedures and compliance to guidelines
- Ability to manage multiple priorities to meet deadlines
- Working Place: Wanchai

Interested persons please apply with full resume to rs.office@sjs.org.hk or mail to 13/F, St. James' Settlement Jockey Club Social Service Building, 100 Kennedy Road, Wanchai, Hk on or before 22/03/2019.

When recruiting staff for job positions relating to services for child or mentally incapacitated persons, we shall request applicants to undergo the Sexual Conviction Record Check.

「 Personal data collected will be strictly used for the recruitment exercise only. Unsuccessful applications will be destroyed one year after the closing date. 」