

Assistant Music & Art Development Officer (REF: A3/AMADO/TKOTED/AAA)

Location: Wanchai

Roles & responsibilities:

- Assist in managing extra-curricular activities at client schools and at Centre;
- assist in developing new client schools and sourcing new service providers;
- assist in supervising junior and part-time staff, monitor and manage service providers and instructors;
- maintain good relationship with clients, handle complaints, answer students and parents enquiries;
- assist in managing a small office/centre, prepare tenders, proposals, budgets and reports;
- assist in concert/events and provide reception service at Centre if required;
- perform other related support services as assigned by supervisor; and
- occasionally required to deploy to the Centre's client schools and work irregular hours, including evenings and weekends.

The ideal candidate should possess:

- Higher Diploma or above with at least 1 year full-time working experience in school/sports/art/performing arts education institute/social centre/music centre or equivalent;
- knowledge in sports, art, performing arts, design will be an advantage;
- able to communicate using Cantonese, English and Putonghua;
- mature and able to work independently; and
- proficient in both Chinese and English word-processing skills.

(Please specify in the resume or application form the relevant qualifications and working experience you have attained in detail.)

Compensation & employment terms:

The successful candidate will be appointed on contract terms with a salary currently at \$17,855 per month (Tung Wah Master Pay Scale Point 6). The salary is subject to downward/upward adjustment or may be frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. The fringe benefits include paid leave, medical services, dental scheme and training sponsorship. The incumbent will normally work under a 5-day week schedule subject to operational needs and exigencies of the service.

Application:

Please send your resume or completed application form <F601> to the Principal Human Resources Manager, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **16 September 2019**. **The reference code should be marked both in the letter and on the envelope.** Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with the Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 December 2019 may assume that their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER