

Established in 1995, the Hong Kong Arts Development Council is a statutory body set up by the Government to support the broad development of the arts in Hong Kong. Its major roles include grant allocation, policy and planning, advocacy, promotion and development, and programme planning.

Part-Time Officer (Job ref: PTO-2411-HKAAA)

**Responsibilities:**

- To assist in digitization of hard copy materials for BDIP team;
- To support the clerical tasks for the Roundtable;
- To carry out general clerical duties for BDIP team;
- Undertake any other duties as assigned.

**Requirements:**

- University degree with at least 2 years full-time working experience;
- Good communication and writing skills in both English and Chinese. Good proficiency in Putonghua will be an advantage;
- Proficiency in PC operations (MS based applications, particularly MS Excel and Chinese Word Processing);
- Strong sense of responsibility, detail-oriented and willingness to learn;
- Knowledge and interest in the arts would be an advantage.

**Working Hour:**

Average 16 hours per week

**Salary:**

A fixed rate of \$70/hour

Successful candidate will be offered a 3-month contract. Interested persons please send CV **quoting the reference number in the heading** together with details on education and work experience, stating salary history and expected salary, and indicating your earliest availability by **email** ([hrrecruit@hkadc.org.hk](mailto:hrrecruit@hkadc.org.hk)) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **8 April 2024**. For more information, please visit HKADC website: <https://www.hkadc.org.hk>.

Applicants not invited for interview within 16 weeks from the closing date for application may assume that their applications are unsuccessful. Personal data collected will be treated in strictest confidence and will only be used for recruitment purposes. HKADC reserves the right to consider late applications and not to make appointment for the post advertised.

***HKADC is an Equal Opportunities Employer***