

Research Officer (Job Ref: RO-2552-HKAAA)

Main Duties:

- Manage research projects initiated by HKADC. Duties include, but are not limited to, literature review, data collection, statistical analysis, drafting briefs and reports, and reviewing findings from appointed research agencies;
- Coordinate proactive research initiatives by liaising with external research organisations, conducting consultations and forums, organising meetings, and drafting relevant discussion papers;
- Provide technical and logistical support for research projects, and secretariat support for various research-related committees and working groups;
- Assist with the administration of other projects and events as required;
- Perform other duties as assigned by supervisor(s).

Requirements:

- University degree; preference will be given to candidates with qualifications in Data Management, Statistics, Cultural Management, or Arts-related disciplines;
- At least 2 years of relevant experience in the research field, with a proven track record in project management and managing large datasets (including data collection, cleaning, analysis, and visualisation);
- Proficiency in PC operations MS Office applications and Chinese Word Processing);
- Knowledge of analysis tools such as advanced Excel formulas and pivot tables is a must;
- Good command of written and spoken English and Chinese;
- Good interpersonal skill, multi-tasking; able to work independently and under pressure.

Remuneration Package:

A highly competitive salary commensurate with qualifications and experience will be offered. This position is remunerated at the entry point of Master Pay Scale Point 7, equivalent to HK\$22,145 per month.

To Apply:

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) or **post** to the Human Resources Department, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong no later than **8 January 2026**. 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 of unsuccessful candidates will be destroyed in 16 weeks after the closing date. 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.

Ref.: No.: STAFF/55/25

Account to be charged: 7101-000010

Checked and Confirmed by:

Rita Chan, RM
Date:

Anne Chan, ASRDD
Date:

Alice To, HRM
Date: