



## The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

### **External Liaison Assistant (Ref:RDD/ELA/0918)**

The incumbent will mainly support the daily operations of Region Development Department in promoting the Guiding Movement, such as liaising with affiliating committees and local organizations.

#### **Responsibilities:**

- Assist in facilitating volunteers to pursue the Guiding objectives.
- Assist in implementing the Association's plans and achieving the goals.
- Liaise with Commissioners and attend their meetings if necessary.
- Maintain good relationship with affiliating committees and local organizations; canvass local support and resources for activities.
- Arrange hangover meetings for incoming and outgoing Committee Chairperson and members.
- Cope with ad hoc assignments as required.
- Outdoor work and irregular working hours at weekends and public holidays is required if necessary.

#### **Requirements:**

- University degree holder is preferred.
- At least 1 year relevant work experience, having uniformed group or NGO experience is highly preferred.
- Proficient in Chinese and English languages; good at report writing skills.
- Well-versed in Microsoft Office, Chinese Word processing e.g. 速成/倉頡 and other software applications.
- Able to communicate with all levels of people.
- Mature, meticulous, multi-tasking and work under pressure.
- Having Guiding experience is ideal.
- Candidate with more experience would be considered as External Liaison Officer.

Please send résumé with Ref. Code and expected salary to [hr@hkgga.org.hk](mailto:hr@hkgga.org.hk) or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

### ***Prospective employees are required undergo Sexual Conviction Record Check.***

本會將要求準僱員進行性罪行定罪紀錄查核。

*(Personal data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.)*