



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.

Programme Officer

Responsibilities:

- Assist in planning and launching of Educational Programme of members
- Plan and organize HK-wide events and campaigns for members
- Implement procedures and guidelines
- Coordinate volunteers to design and execute programme to members
- Liaise with external organization for implementing joint-programme to members.
- Prepare periodic reports to committee members

Requirements:

- Degree holder
- Minimum 2 years NGO experience in course coordination, translation or publication
- Excellent interpersonal and communication skill with all levels of employees
- Good command of written & spoken English and Chinese. Fluent mandarin is definitely an advantage
- Able to work independently and under pressure
- Analytical, good team player, customer-driven and proactive attitude
- Good computer proficiency in MS Office Application
- Guiding experience highly preferred

Salary will be commensurate with experience and qualifications.

Please send résumé with date available and expected salary to hr@hkgsa.org.hk.

Prospective employees are required to 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.)