



## 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**

- Plan and organize HK-wide events and campaigns for girl members
- Implement procedures and guidelines
- Coordinate volunteer instructor teams to design and execute programme to girls
- Liaise with external organization for implementing joint-programme to girl members.
- Assist in respective Girl Guide section programme and activities
- 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

Please send résumé and expected salary to [hr@hkgga.org.hk](mailto:hr@hkgga.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.)***