



## JOB DESCRIPTION

**Post Title :** Programme Officers

**Division :** Talent Development Division

**About HKAGE:** The Hong Kong Academy for Gifted Education (HKAGE) is embarking on a new mission of Talent Development (TD) and Whole Person Development (WPD) in addition to the enrichment oriented gifted education. HKAGE enlightens and supports gifted students aged 10-18, advises their parents and maintains a collaborative relationship with the schools all over Hong Kong. Our staff are dedicated to devising educational programmes, conduct academic and action research, and provide related support services in collaboration with experts, professionals, volunteers, service providers and related stakeholders from the academia, professional industries and diverse social communities, to enable our gifted student members to realise their potentials in a wide range and level of learning which includes academic knowledge and non-academic competencies such as social-emotional skills, growth mindset and 21st Century skills.

It is hoped that our gifted students would embrace the ideas and receive supports for whole-person development and that their awareness and commitment for individual wellbeing and social compassion together with the passion and ability for innovation would bring positive and sustainable impact to themselves, the society, country and the world.

### **Main Job**

#### **Responsibilities :**

1. Report directly to respective Team Manager and Division Head of TD;
2. Maintain, revamp and develop programmes to formulate curriculum for the respective teams on nurturing gifted students' 21st Century competences, enabling gifted students with advanced learning and/or developing their specialty knowledge and capacity for problem solving and innovation;
3. Devise a wide range of learning programmes and activities to advance student learning and support their whole-person development for quality outputs, learning outcomes and related key performance indicators.
4. Identify and integrate emergent learning needs, trends and opportunities into educational programmes. Search and collaborate with different



- teams, service providers, schools and diverse stakeholders from different communities and professional sectors locally, regionally and overseas.
5. Liaise, communicate and collaborate with a wide range of stakeholders such as students, parents, service providers, schools and diverse stakeholders from different communities and professional sectors locally, regionally and overseas.
  6. Devise student placement screening measures and criteria and conduct formative and summative reviews and evaluation on student learning needs, experiences and outcomes.
  7. Write programme proposals, procurement documents, programme flyers, budget monitoring documents, reports, collaborative agreements, publicity and educational articles, etc.
  8. Coach and advise students directly with their learning, supervise providers' delivery of services, perform class observation and provide off-campus support and occasionally be required to lead or chaperone students to the mainland or overseas events and competitions.
  9. Administer and support annual events at divisional and academy levels and collaboration with other teams and divisions.
  10. Ensure compliance with guidelines and policies in all aspects of practices, services and provisions.
  11. Be flexible to ad-hoc duties and assignments as required.
  12. Perform any other duties as assigned by the respective Team Managers and Division Heads.

**Requirements :**

- a. A bachelor's degree from a recognized Hong Kong / overseas university or equivalent. Candidate with a relevant degree in sciences, STEM, and/or engineering will be a definite advantage;
- b. Candidates must possess at least 4 years post-degree work experience;
- c. A higher degree (MPhil, MSc, EdD and/or PhD) is welcome but not a must;
- d. Proficiency in English and Chinese (both written and verbal) with effective communication skills is essential; the ability to communicate in Putonghua is an asset;



- e. Work experiences relating to teaching and learning, coaching, training, counselling, academic programme design, courses and instructional design, mentorship, community and/or industrial partnership, project coordination and/or management, programme administration, publicity and event management are preferred;
- f. Experiences in education and/or social services related to children, youth, parents, teachers and/or schools are an advantage;
- g. Knowledge and experience in proposal, report writing and/or research are an asset;
- h. Proficiency in using the latest technologies and a variety of ICT applications and tools such as MS Office, Adobe, video conference and interaction tools, LMS, online teaching, social media, ICT and electronic publications) is a plus.

**Remarks :**

- Shortlisted candidates will be invited to attend a written test and an interview.
- Occasionally shift and Saturday duties may be required for the post whereas Time off in Lieu (TOIL) compensation may apply, subject to approval according to related guidelines and policies.

**Terms of Appointment :**

The successful candidates will be offered an initial term of two years. Re-appointment will be subject to mutual agreement and good performance. The Academy offers a competitive salary for good candidates. Fringe benefits will be offered according to the job grade of prevailing policy.

*\*For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check. Data collected will be used for recruitment purpose only.\**



**How to Apply :**

Suitably qualified and experienced individuals are invited to apply by sending

- a completed application form which is obtainable by downloading from: <https://www.hkage.org.hk/en/about-us/job-vacancies>
- a full resume stating **present** and **expected salary** and **availability**;
- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.

**Applications should be made in English** and should clearly specify the position applied for with job reference number on the envelope (top left).

Completed applications should be sent to:

**The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, Sha Kok Estate, Shatin, New Territories, Hong Kong** or emailed to [general@hkage.org.hk](mailto:general@hkage.org.hk)

All information provided will be treated in the strictest confidence.

Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled. Candidates who are not invited for an interview within ten weeks from the closing date should regard their applications as unsuccessful. All personal data will be kept for a period of 24 months from the application closing date.

**Enquiry :**

For further details, please visit the Academy website at

<https://www.hkage.org.hk> or contact Ms Siu at 3940 0122 or via email [general@hkage.org.hk](mailto:general@hkage.org.hk).

**The Academy reserves the right not to make an appointment of the posts advertised.**

**The HKAGE is a subvented non-governmental organisation, to advocate and provide support services for gifted students, as well as their teachers and parents.**