



JOB DESCRIPTION

- Post Title :** Assistant Programme Officer
- Division :** Talent Development Division (TD)
- Report to :** Programme Manager/Senior Programme Officer (EDL)
- Main Job Responsibilities :**
1. Assist in the design and production of programme information materials for use on the application platform;
 2. Monitor programme application process, follow up with student enrolment replies and enquiries, and compile student attendance lists;
 3. Conduct relevant market research to benchmark programme cost and venue cost;
 4. Provide clerical support to small group advanced learning;
 5. Shadow Programme Officers and participate in the procurement of service process, discussion meetings with service providers, programme development, advising students, and lesson observation;
 6. Participate in data collection process for action research conducted by the Division or in collaboration with the Research Division
- Requirements:**
- a. A bachelor's degree from a Hong Kong university or equivalent
 - b. Proficient in using a variety of IT applications (e.g. MS Office, Chinese typing.) Proficiency in using a variety of IT packages (MS Office Applications such as Word, Excel and Power Point). Good IT literacy is an advantage to learn specialized systems;
 - c. Good oral and written communication skills in Chinese and English; ability to speak Putonghua will be an advantage;
 - d. Attentive to details and eager to learn; and
 - e. Able to handle multiple tasks independently under tight deadlines with good organization skills and strong sense of responsibility.
- Remarks :**
- Shortlisted candidates will be invited to attend a written test.
 - 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 recruitment@hkage.edu.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 12 months.



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 recruitment@hkage.edu.hk

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