



Alice Ho Miu Ling Nethersole Charity Foundation

雅麗氏何妙齡那打素慈善基金會

Founded in 1887, we are a non-governmental organization committed to the development and provision of quality holistic health care service to the community of Hong Kong. Our current services include elderly service, chaplaincy ministry, outreaching rehabilitation service, an institute promoting holistic health and holistic care, and cancer survivorship care project, etc. We have a staff team of about 250 members, and we are now looking for a high-calibre person to join our Central Administration Office:

Assistant Communications and Development Manager

(Salary range: HK\$34,060 to HK\$60,065)

Key Responsibilities

1. Organize communications and community relations functions and activities in order to maintain a positive corporate image with the general public and stakeholders;
2. Assist the Project and Development Manager in the planning and implementation of events, programmes and projects, including ceremonial/anniversary events, Staff Welfare Programme, fundraising activities, educational programmes and funded projects, etc.;
3. Coordinate in the production of corporate publications and promotional materials including printed and audio-visual products such as electronic media, and update of the webpage of the Organization;
4. Preserve the archives of the Hospital Museum and provide support in relation to conservation and revitalization of the Organization's heritage;
5. Provide executive, administrative and logistics support to the planning and implementation of new services and initiatives; and
6. Provide secretarial support to the committees and working groups.

Requirements

1. A Bachelor's Degree, preferably in Communications / Public Relations / Business Administration / Public Administration or related discipline;
2. At least 5 years' post-degree relevant working experience;
3. Distinct ability in the following areas: leadership and supervision, problem solving, organizational power, logical thinking, attention to details, interpersonal and communication skills;
4. Good command of both written and spoken English and Chinese, including Putonghua; and
5. Proficient in MS Office applications and Chinese word processing.

Interested parties please send application with detailed resume and expected salary to the Human Resources and Administration Manager, Central Administration Office, Alice Ho Miu Ling Nethersole Charity Foundation, Room J/7/29, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories **on or before 27 August 2024 (Tuesday)**, under confidential cover. Please mark on envelope the post of the job applied for.

(Personal data collected would be used for recruitment purpose only)