



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. To demonstrate the Christian belief in the wholeness of man, his body, mind and spirit, and to further promote our holistic and caring culture, the Nethersole Institute of Continuing Holistic Health Education (NICHE) 「那打素全人健康持續進修學院」 was set up in January 2002 with a mission to “*promote lifelong learning in the pursuit of holistic health for a life in abundance; and in the art and science of holistic health care in order to serve with quality*”, through education, cultural heritage activities, publication and research. We are now looking for a high-calibre person to join our NICHE:

Education & Project Officer (Salary range: HK\$59,110 to HK\$71,010)

Key Responsibilities

To assist the Director of NICHE in (1) planning and conducting of educational programmes & cultural heritage activities and research projects, and (2) editing and production of publications and audio-visual materials, etc.

Requirements

1. A Bachelor's degree in healthcare related discipline and with valid relevant Hong Kong registration and practicing certificates, as applicable;
2. 5 years of working experience in healthcare services;
3. Having hands-on experience in organizing educational programmes and seminars is an advantage;
4. Good understanding of holistic health care and the philosophy of the Foundation;
5. Distinct attributes and abilities: leadership, analytical and logical thinking, problem solving, organizational power, attention to details, communication and interpersonal skills, work independence and a good team player;
6. Good command of both written and spoken English and Chinese, including Putonghua is an advantage; and
7. Good computer literacy.

May require to work irregular hours and on holidays. 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 15 April 2025 (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)