



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at [www.hongchi.org.hk](http://www.hongchi.org.hk)

### **Project Manager** (Ref.: PM(TPCGS)/11/09/24/JD)

#### **Responsibilities:**

- Overall in-charge of day to day management of project including service operation, financial, administrative, educational promotion, supervisory matters, budgeting and financial management of the Tai Po District Community Green Station
- Review, develop and implement plans for project development
- Liaise with / look for collaborating EPD / partners / potential partners

#### **Requirements:**

- Diploma with at least 5 years' relevant experience in recycling industry OR Degree or above, or equivalent
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- Experience in NGOs, especially working with people with intellectual disabilities preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese word processing
- Demonstrated ability to review, analyze and plan on project management
- Independent, able to multitask and supervise staff
- Good communication and interpersonal skills
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Mr. YW Pun, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong** or by email to [adult\\_ss2@hongchi.org.hk](mailto:adult_ss2@hongchi.org.hk)

**\*\*Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis\*\***

*(All data collected will be used for recruitment purposes only.)*