



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

Project Manager (Ref.: PM(TPCGS)/23/10/24/W)

Responsibilities:

- Overall in charge of day-to-day management of the Tai Po District Community Green Station (綠在大埔), including recycling service operations, station administration, educational promotion, team supervision, budgeting and financial management
- Review, implement and monitor plans for recycling project development
- Liaise and collaborate with the Environmental Protection Department, community partners and stakeholders

Requirements:

- Degree or above, or Diploma with at least 5 years of relevant experience in recycling industry or environmental protection, or equivalent
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- At least 1 year of managerial experience in NGOs, especially working with people with intellectual disabilities is preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer applications and Chinese word processing
- Demonstrated ability to plan, implement and monitor 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

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

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