



<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)

## **Employment Officer** (Ref.: EO(SEO)/01/11/24/W)

### **Responsibilities:**

- Provide on-the-job training and employment support to trainees in various social enterprises projects
- Set up operational training manual for all projects and monitor its effectiveness
- Coordinate regular performance assessment and the productivity assessment for trainees

### **Requirements:**

- Degree in all disciplines
- Solid working experience in serving people with intellectual disabilities preferred
- Mature, self-motivated, able to work under pressure and tight timeline
- Work Location: Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Ms. Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to [seo\\_aa@hongchi.org.hk](mailto:seo_aa@hongchi.org.hk)

**For enquiries, please contact Ms. Siu at 2689 1382**

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

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