



JOB DESCRIPTION

Post Title : Officer (Administration)

Division : Programme

Responsible to : Associate Director

Job Scope

1. To be responsible to the Associate Director for administration support to different Divisions in the Programme Branch of the Academy;
2. To implement relevant strategies, policies and services that secure the achievement of agreed Academy and Division objectives;
3. To prepare and supervise purchasing, and managing office operations and must work within Academy policies and procedures.

Main Job Responsibilities :

1. File tender and quotation documents for procurement of student programmes and services;
2. Handle enquiries related to student nomination and admissions issues, process programme payment, programme placement and student attendance;
3. Handle correspondence and provide clerical support to matters related to student programmes and services;
4. Maintain programmes and services data base and expenditure records;
5. Process applications and passage arrangement for international conference for officers;
6. Coordinate the organisation of programme-related ceremonies and events;
7. Update student data base and issue certificates for student programmes;
8. Set up venue for programmes and events, and attend to the lesson start up;
9. Provide logistics support to ceremonies, programmes and events organised by programme teams.

Requirements :

- a. A Hong Kong degree or equivalent with at least four years' appropriate administrative work experience;
- b. Experience in logistic arrangements for staging an event/activity;



- c. Experience of dealing with telephone calls of a sensitive nature is highly preferred;
- d. Excellent communication skills (oral and written) in Chinese and English, ability to speak Putonghua will be preferred; and
- e. Good proficiency in using a variety of ICT packages (MS Office Applications).

Terms of

Appointment :

The successful candidate will be appointed on a permanent basis. The Academy offers a competitive salary for suitable candidates. Fringe benefits include annual leave, medical and dental insurance.

**For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check on a voluntary basis. Data collected will be used for recruitment purpose only.*

How to Apply :

Suitably qualified and experienced individuals are invited to apply by sending

- a completed **application form** which is obtainable by downloading from : <http://www.hkage.org.hk/en/about-us/job-vacancies>
- your full resume stating **present** and **expected salary** and **availability**;
- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.

Applications should be made in English and please clearly specify the position applied for on the envelope (top left). Completed applications should be sent to:

The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, Sha Kok Estate, Shatin, New Territories, Hong Kong or emailed to general@hkage.org.hk



All information provided will be treated in the strictest confidence.

Candidates who are not invited for an interview within ten weeks from the closing date should regard their applications as unsuccessful.

Candidates can expect the interview and the written test to last 30 minutes.

For further details, please visit the Academy website at <http://www.hkage.org.hk> or contact Ms Siu at 3940 0122 or via email general@hkage.org.hk

The Academy reserves the right not to make an appointment of the posts advertised.

HKAGE is a subvented non-governmental organisation, to advocate and provide support services for students, teachers and parents.

Enquiry : Ms Siu at 3940 0122 or general@hkage.org.hk

Closing Date : 27 July 2021, 5:00 pm (Tuesday)