



JOB DESCRIPTION

- Post Title :** Programme Trainee
- Division :** Talent Development Division
- Responsible to:** Head of Talent Development Division
- Job Scope :**
1. To assist in the day-to-day programme development work and general administration of the Division;
 2. To maintain updated and accurate data bases for the monitoring and evaluation of all programme/event-related activities;
 3. To be responsible to the Division for the effective implementation of all work related to student programme development.
- Main Job Responsibilities :**
1. Assist in the design and production of programme information materials for use on the application platform;
 2. Monitor programme application process, follow up with student enrolment replies and enquiries, and compile student attendance lists;
 3. Conduct relevant market research to benchmark programme cost and venue cost;
 4. Provide clerical support to small group advanced learning;
 5. Shadow Programme Officers and participate in the procurement of service process, discussion meetings with service providers, programme development, advising students, and lesson observation;
 6. Participate in data collection process for action research conducted by the Division or in collaboration with the Research Division
- Essential Requirements :**
- a. A bachelor's degree from a Hong Kong university or equivalent;
 - b. Fresh graduates are welcome to apply for the post.



**Other
Requirements**

- a. Proficiency in using a variety of ICT packages (MS Office Applications such as Word, Excel and Power Point). Good IT literacy is an advantage to learn specialized systems;
- b. Good oral and written communication skills in Chinese and English; ability to speak Putonghua will be an advantage;
- c. Attentive to details and eager to learn; and
- d. Able to handle multiple tasks independently under tight deadlines with good organization skills and strong sense of responsibility.

**Terms of
Appointment:**

The Academy offers a competitive salary for good 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. 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 can be downloaded from: <http://www.hkage.org.hk/en/about-us/job-vacancies>
- a 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 with job reference number on the envelope (top left). Completed applications should be sent to:



香港資優教育學苑
The Hong Kong Academy for Gifted Education

HRM/JD/PT20210713

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.

Enquiry:

Candidates who are not invited for an interview within ten weeks from the closing date should regard their applications as unsuccessful. All personal data will be kept for a period of 24 months from the application closing date.

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

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

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