



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

Project Officer (Lai Chi Kok)

Contract Period till April 2023 (renewable depends on project funding)

Key responsibilities

- ◆ To plan and implement innovative community engagement activities, incubation programmes, social innovation training and post-funded support, including monitoring the performance and development of funded projects;
- ◆ Liaise and collaborate with internal and external stakeholders;
- ◆ Carry out evaluation and contribute to social impact assessment;
- ◆ Assist in planning and implementing publicity, promotion and recruitment of the Project;
- ◆ Assist in preparation of progress reports, meeting papers and other related documents; and
- ◆ Perform any other necessary duties as assigned by the Seniors.

Requirements

- ◆ Post-secondary education preferably with recognised degree in Business, Social Sciences or related disciplines
- ◆ Good command of both written and spoken English and Chinese
- ◆ Preferably with at least 3 years' relevant experience in business, social innovation, entrepreneurial programmes, social enterprise or related field
- ◆ Self-motivated, creative, presentable with good interpersonal skills
- ◆ Contract Period till April 2023 (renewable depends on project funding)

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk.

(All information provided will be kept as confidential & only be used for recruitment related purposes)