



新界婦孺福利會有限公司

Development Officer

Responsibilities

- Initiate and prepare funding applications, budgets and bidding proposals
- Manage project administration for progress monitoring and reporting
- Support the administration duties of the association
- Assist the team to implement programmes
- Perform any other duties as assigned.

Requirements

- Diploma holder or above, preferably in social sciences or marketing;
- Minimum 3 years of relevant experience, NGO experience is an advantage;
- Independent, detail-minded with good organisational, multitasking, time and project management skills;
- Responsible and self-motivated team player;
- Good command of written and spoken English and Chinese;
- Proficiency in computer application, preferable with graphic design and social media knowledge.

Interested candidates, please send your resume, along with date of availability, present and expected salary via recruit@ntwja.org.hk.

Only shortlisted applicants will be contacted. All personal data collected will be used for recruitment purpose only and will be properly disposed after selection.