

The Caritas Institute of Community Education (CICE) is a constituent college of Caritas Community & Higher Education Service dedicated to providing quality vocational education and professional training programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

1) Project Assistant (Ref: PA/CECD/01/2023)
Centre for Educare and Child Development

The appointee will assist in the project “Sustainable Living for Kids” funded by Environment and Conservation Fund. Duties include: (1) assist in coordinating, promoting and organizing activities including talk, workshop; (2) assist in coordinating project administration including recruitment, monitoring the feedback, data processing, financial affairs and preparing reports; (3) assist in website design, learning materials; (4) liaise with internal and external parties; and (5) perform any other duties as assigned by the supervisor.

Successful candidate may need to work outdoor occasionally.

Applicant should have (a) a Bachelor’s degree (preferably in Ecology, Environmental Studies, Event Management or equivalent); (b) at least three years of work experience in event management or environmental education in government funding project; (c) proficiency in computer literacy including Zoom, Microsoft Team, Google Form and MS Office; (d) good communication and interpersonal skills; and (e) preferably with experience in developing learning materials and promotion materials through social media.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Manager, Human Resources, Caritas Institute of Community Education, Room 501, 11 Caine Road, Hong Kong** or by email to *recruit@cice.edu.hk*.

(All information provided will only be used for recruitment related purposes.)

Career Level: Entry

Employment mode: Full-time

Education: DSE / HKCEE

Location: Hung Hom