



Hong Kong Employment Development Service

(a NGO dedicated to employment services for vulnerable groups)

Senior Project Manager (高級項目經理)

Main responsibilities:

Directly report to the Executive Director, the successful candidate will be responsible for strategic planning, services development and management of various programmes of employment services and training courses for the youth, unemployed CSSA recipients, new arrivals, elderly and other grass-root people, and also social enterprise of elderly care/Traditional Chinese Medicine and employment services for imported workers.

Requirements:

- Recognized university degree in Social Work, Social Science, Counselling, Psychology and related disciplines, preferable with RSW;
- At least 10 years relevant experience in NGOs and or public organizations in which 5 years should be at management position;
- Solid knowledge and experience in employment support services and training for vulnerable groups;
- Preferably with experience in running social enterprises;
- Responsible, self-motivated, enthusiastic and meticulous, with good interpersonal and leadership skills;
- Good command in both written and spoken English and Chinese, and good at funding proposal & report writing; and
- Office at Wong Tai Sin

We shall offer one-year renewable contract, 18 days of annual leave and fringe benefits to the suitable candidate. Please send resume with **expected salaries** to the **Executive Director by email : hr@hkeds.org or by post : 101-106, G/F., Lung Wah House, Lower Wong Tai Sin Estate, Kowloon.** Only short-listed application will be notified.

Application Deadline: 28/2/2025

