

## **UNESCO Hong Kong Association**

### **Project Associate / Assistant (6 months)**

#### **Duties:**

- To provide administrative and executive support to the Association
- To provide event management and logistic support of the assigned projects
- To handle programme enrolment, maintain database of stakeholders
- To handle website, IT management upload content and provide website maintenance services
- To provide general administrative support for meetings, seminars and briefing sessions of the programmes
- To prepare and design questionnaire for each activity
- To compile data and to assist Project Managers to complete evaluation report and statistical analysis
- To co-ordinate and liaise with schools, course providers, and other stakeholders

#### **Requirements**

- Degree graduates with passion in the subject of Sustainable Development preferred
- At least 2 years in related working experience, candidates with more experience will be considered as Project Associate
- Excellent command in both written and spoken English and Chinese (Cantonese and Putonghua)
- May be require to travel to PRC and need to work on weekends occasionally
- Independent, proactive, positive and able to work under pressure
- Good communication and interpersonal skills, adaptable, with good attitude
- Must be proficient in PC (MS Word, Excel, PowerPoint, Database, Multimedia, Chinese Word Processing) and knowledge of homepage/website management

Interested parties please send full resume with present and expected salary by email to [karmenfung@hiesd.org](mailto:karmenfung@hiesd.org). All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful. All personal data supplied will be destroyed within 6 months.

Updated on 20141110

## **UNESCO Hong Kong Association**

### **Accounts Clerk (6 months)**

#### **Duties:**

- To handle daily accounting functions including account receivables and payables, payroll, MPF & etc.
- To prepare vouchers and accounts reconciliation
- To support month-end closing (Prepare notes and analysis reports)
- To prepare and file periodic regulatory accounts
- To provide administrative support to the Association and assist in ad hoc projects and assignments

#### **Requirements**

- Higher Diploma in Accountancy preferably with LCCI Higher Certificate or above
- Good command in both written and spoken English and Chinese (Cantonese and Putonghua)
- Independent, proactive, positive and able to work under pressure
- Must be proficient in PC (MS Word, Excel, Database, Chinese Word Processing)

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