Executive Assistant (Ref: ExeA/CCA/0610a)
Community Arts and Sports School
Department of Cultural and Creative Arts

The appointee will be responsible for organizing and managing education and community related projects and events, writing proposals, and assisting in fundraising, promotional and marketing activities. The appointment will be for a period of 12 months, with a possibility of renewal subject to mutual agreement.

Applicants should possess a recognized degree, preferably related to arts and culture, with two years of working experience in audience development, or experience gained in arts industry and/or tertiary institutions; good interpersonal and communication skills; ability to work independently; and high proficiency in both English and Chinese (including Putonghua).

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 26 June 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

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