

The Hong Kong Shue Yan University is seeking for high calibre candidates to fill the position of Assistant Project Officer. The post is funded by the Lee Kum Kee Family Foundation under the project, Transformative and Resilient Youth (TRY) Gym: A School-based Co-creative Mental Health Training Programme.

Project Officer (Full-time)

Major Responsibilities:

- To develop the manual of a Youth Training Workshop;
- To coordinate the training workshops;
- To act as an assistant in the training workshops;
- To assist in supervising youth-driven projects organised by the project participants;
- To organise the Youth Hackathon;
- To support students who join the Hackathon to develop a proposal to promote mental health in the community. To perform ad hoc duties that are related to the project as assigned by the Project Management Team.

Requirements:

- A good honours degree holder in Social Work, Counselling, Psychology, or related discipline, preferably with relevant working or research experience with youth;
- Excellent organization and interpersonal skills;
- Pleasant with good presentation skills;
- Good command of spoken English and Chinese;
- Ability to work independently and efficiently;
- Good project management and administrative skills;
- Good counselling skills;
- Good command of SPSS;

The appointment will be made on the basis of a 30-month contract which starts from 1st September 2023 to 28th February 2026, with the possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form, resume and cover letter to Dr Raymond Chui via cfchui@hksyu.edu with the subject “application for assistant project officer”.

Application form can be obtained at:

http://www.hksyu.edu/Info/current_vacancies.html#administrative

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.