



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

Assistant Project Manager / Executive Officer

Responsibilities:

- Lead and execute internal and external programmes and school-community events, e.g. conferences and exhibitions, workshops and seminars, community research projects, etc.
- Conceptualise and develop programmes and projects supporting student growth and institutional development. Topics include, but are not limited to, Positive Education, Character Building, Moral and Values Development, Parent Engagement, Community Arts and Sports, etc.
- Prepare project proposals, budgets, execution plans, and impact reports for programmes and projects, and ensure the effectiveness and quality of work
- Liaise and work with collaborating community partners, organisations, schools, stakeholders, parents, and volunteers in planning and executing projects
- Closely work with the marketing team in promoting programmes and projects, and building relations with relevant stakeholders
- Perform other duties as assigned

Requirements:

- Bachelor degree or above with at least 3 years' experience in project management
- Candidate with Grade C or above for Chinese Language and English Language in HKCEE/HKAL or level 4 or above for Chinese Language and English Language in HKDSE is preferred
- Experience in education field is an advantage
- Excellent interpersonal, communication, presentation skills
- Organised with strong sense of responsibility
- Good proficiency in both English and Chinese
- Good command of MS Word, Excel and PowerPoint

Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfjpls.edu.hk and mark "Application for the Post of Assistant Project Manager/ Executive Officer" in the email title.

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC) and comply with all EDB guidelines, including the vaccination or testing requirements.

Personal data collected will be kept in strict confidence and used for employment-related purpose only.