

The Hong Kong Jockey Club Music and Dance Fund
Invitation for Application – Project Officer

The Hong Kong Jockey Club Music and Dance Fund (the Fund)¹ was set up in 1980 to promote and develop music and dance in Hong Kong. The Fund now invites applications for the following post:

Post title:	Project Officer
Salary:	\$35,000 per month
Entry Requirement:	<p>Applicants should have –</p> <p>(a) a Hong Kong bachelor degree or equivalent;</p> <p>(b) attained “Level 3” or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent. [see Note below]</p> <p>(c) a minimum of three years of post-qualification work experience in project administration, preferably in the field relevant to arts administration, music or dance;</p> <p>(d) strong planning, communication, organisational skills and ability to work independently under pressure;</p> <p>(e) good command in written and oral English and Chinese; and</p> <p>(f) proficiency in using email, internet and PC applications, including MS Word, Excel and PowerPoint.</p> <p>Priority may be given to candidates with a bachelor degree or work experience related to arts administration, music or dance.</p>
Note:	For appointment purpose, “Grade C” in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to “Level 3” in Chinese Language and English Language in 2007 HKCEE and henceforth.
Duties:	<p>The successful candidate will work in the Secretariat of the Fund and will be mainly responsible for the following duties:</p> <p>(a) to implement the Fund’s local scholarship scheme (the scheme);</p>

¹The Home Affairs Bureau provides secretariat support to the operation of the Fund.

	<p>(b) to assist in the operation of the Hong Kong Jockey Club Music and Dance Fund Awardees Association (the Association), such as providing executive and secretariat support to the operation of its Executive Committee, planning and coordinating all activities of the Association including music and dance performances, community and educational programmes, mentorship scheme, etc.;</p> <p>(c) to liaise closely with the local tertiary institutions, music and dance-related art groups to implement the works related to the scheme and the Association;</p> <p>(d) to manage the Association’s website and social media accounts;</p> <p>(e) to formulate publicity plans and implement publicity initiatives to promote the scheme and the programmes of the Association;</p> <p>(f) to draft correspondences, meeting papers, minutes of meeting and speeches in either English or Chinese;</p> <p>(g) to handle and keep proper records of expenses for the scheme and the Association, and prepare progress reports to the Hong Kong Jockey Club Charities Trust on a regular basis;</p> <p>(h) to review the effectiveness of the scheme and the operation of the Association; and</p> <p>(i) to perform other duties as and when required.</p>
<p>Terms of appointment:</p>	<p>The successful candidate will be appointed on contractual terms for a period of 12 months. Renewal of contract will be subject to the service need of the Fund and the successful candidate’s satisfactory performance and conduct.</p>
<p>Fringe benefit:</p>	<p>(1) A gratuity may be granted at the end of the contract period subject to the satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum, which, when added to the Fund’s contribution to the Mandatory Provident Fund (MPF) Scheme as required by the MPF Scheme Ordinance, equals 15% of the total basic salary drawn during the contract period.</p> <p>(2) In addition to statutory holidays, 12 days paid annual leave, maternity leave and sickness allowance will be granted to the applicant. Details of which will be confirmed at the time of the offer of appointment.</p>

General Notes:	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.</p> <p>(b) Candidate appointed by the Fund is not on civil service terms of appointment and conditions of service. Candidate appointed is not a civil servant and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.</p> <p>(c) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.</p> <p>(d) Where a large number of candidates meet the specified entry requirements, the Fund may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and / or interview.</p> <p>(e) Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessment on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the following correspondence address.</p> <p>(f) Successful candidate may be required to work irregular hours and on Sunday or public holidays.</p>
How to apply:	<p>Application forms can be downloaded from the Home Affairs Bureau's website (www.hab.gov.hk/en/public_forms/forms.htm) and the Fund's website (www.hkjcndf.org.hk).</p> <p>The completed application form, together with a detailed resume and a copy of supporting documents of academic qualifications and working experience (e.g. employment certificate, reference letters, etc) <u>should reach the correspondence address below at or before 6:00 p.m. of the closing date.</u> Late submission will not be processed.</p> <p>Please mark "The Hong Kong Jockey Club Music and Dance Fund - Application for Project Officer" on the envelope. Applications which are incomplete or without the relevant supporting documents</p>

	<p>will not be considered.</p> <p>Candidates who are selected for interview / examination will normally receive an invitation in about six weeks from the closing date for application. Those who are not invited may assume that their applications are unsuccessful.</p>
Correspondence Address:	<p>The Hong Kong Jockey Club Music and Dance Fund Secretariat 13/F, West Wing Central Government Offices 2 Tim Mei Avenue, Tamar Hong Kong</p>
Enquiry Telephone:	3509 8061 (Ms Tam)
Closing Date (dd/mm/yyyy):	17/8/2018