



Alice Ho Miu Ling Nethersole Charity Foundation

雅麗氏何妙齡那打素慈善基金會

Founded in 1887, we are a non-governmental organization committed to the development and provision of quality holistic health care service to the community of Hong Kong. To demonstrate the Christian belief in the wholeness of man, his body, mind and spirit, and to further promote our holistic and caring culture, the Nethersole Institute of Continuing Holistic Health Education (NICHE) 「那打素全人健康持續進修學院」 was set up in January 2002 with a mission to “*promote lifelong learning in the pursuit of holistic health for a life in abundance; and in the art and science of holistic health care in order to serve with quality*”, through education, cultural heritage activities, publication and research. We are now looking for the following highcalibre person to join our NICHE:

Programme & Technical Assistant

(Salary range: HK\$14,080 – HK\$24,670)

Key Responsibilities

To assist in (1) preparation and running of the educational programmes & cultural heritage activities including liaison works and onsite logistic support, (2) production of computer-assisted learning and audiovisual materials, and (3) handling of clerical work, etc.

Requirements

1. 5 HKDSE subjects (including English and Chinese) at Level 2 or equivalent;
2. 2 years of relevant experience, preferably in social services or healthcare setting;
3. Good computer knowledge in MS Word, Excel and Powerpoint, and familiar with the audio-visual editing software;
4. Good communication and interpersonal skills, self-motivated, willing to take challenges and able to work under pressure; and
5. Good command of both written and spoken English and Chinese.

May require to work irregular hours and on holidays. Interested parties please send application with detailed resume and expected salary to the Human Resources and Administration Manager, Central Administration Office, Alice Ho Miu Ling Nethersole Charity Foundation, Room J/7/29, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories **on or before 30 November 2022 (Wednesday)**, under confidential cover. Please mark on envelope the post of the job applied for.

(Personal data collected would be used for recruitment purpose only)