



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 high-calibre person to join our NICHE:

Senior Education & Project Officer (Salary range: HK\$64,780 to HK\$81,510)

Key Responsibilities

To assist the Director and Associate Director of NICHE in planning, coordinating, conducting and evaluating educational and cultural heritage activities, managing documentations and operating procedures for providing continuing education points, providing support to committee works, preparing reports, supervising supporting staff and supporting research projects.

Requirements

1. Share the vision and mission of the organization and NICHE;
2. Good understanding of holistic health and the philosophy of the Foundation;
3. A Bachelor's degree in health care discipline, preferably with a relevant Master's degree;
4. At least 5 years of working experience in health care setting, with hands-on experience in organizing and conducting educational programmes to health care professionals/workers is an advantage;
5. Distinct attributes and abilities: leadership, supervision and coaching, analytical and logical thinking, problem solving, organizational power, attention to details, interpersonal and communication skills, work independence and a good team player;
6. Good command of both written and spoken English and Chinese, including Putonghua is an advantage; and
7. Good computer literacy.

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 15 January 2026 (Thursday)**, under confidential cover. Please mark on envelope the post of the job applied for.

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