



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. With a staff team of about 250 members, we are providing elderly service, chaplaincy ministry, outreaching rehabilitation service, an institute promoting holistic health and holistic care, and cancer care for survivors project, etc. We are now looking for a high-calibre person to join our Central Administration Office (CAO). As the CAO provides full Secretariat support to the CWM/Nethersole Fund (the Fund), the appointee will be assigned to take charge of the management of funded projects. The Fund is a charitable trust fund established in 1997, with the objective to spread the knowledge of Christ and spirit of sharing by subsidizing projects and services in Hong Kong and Chinese Mainland.

Assistant Project Manager

(Salary range: HK\$35,080 to HK\$61,865)

Key Responsibilities – Reporting to the Project and Development Manager of the CAO of the Foundation who also serves as the Board Secretary of the Fund, the appointee should perform the following key responsibilities:

1. Ensure the successful launch and smooth implementation of granted projects of the Fund, and carry out regular progress updates including inspection visits to local and Mainland projects;
2. Ensure the smooth conduct of the annual application exercise and to strengthen the vetting logistics, including data analysis and report preparation, coordinating release of grants, etc.;
3. Lead the coordination and execution of research for the social impact assessment; and
4. To be responsible for other duties, such as corporate and general administration, executive/secretarial support to the Board and subcommittees of the Fund, ceremonial events (30th Anniversary of the Fund in 2027), publications, tenancy and estate management, corporate website maintenance, liaison, project planning, etc.

Requirements

1. A Bachelor's Degree in Social Work/Business/Public Administration or related discipline;
2. At least 5 years' post-degree relevant working experience, preferably on project applications and management in Hong Kong and Chinese Mainland;
3. Distinct attributes and abilities in the following areas: work independence, projects management experience, problem solving, organizational power, logical thinking, attention to details, interpersonal, communication and team-building skills;
4. Good command of written and spoken English and Chinese, including Putonghua;
5. Ability to travel to Chinese Mainland on occasional basis;
6. Share the mission of the Foundation and the Fund; and
7. Passion to promote charitable work in the community with the knowledge and sensitivity to the factors essential to effective implementation and management of projects.

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 8 July 2026 (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)