

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

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 Assistant
Salary:	\$20,270 per month
Entry Requirement:	<p>Applicants should have –</p> <ul style="list-style-type: none"> (a) a Hong Kong university bachelor degree or equivalent; (b) attained “Level 2” or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note below]; (c) a minimum of one-year post-qualification working experience in project administration, preferable in the field relevant to arts administration, music or dance; (d) good planning, communication, organisational skills and ability to work under pressure; (e) good command in spoken and written English and Chinese; and (f) proficiency in using email, internet and PC applications, including MS Word, Excel and PowerPoint. <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 E” in Chinese Language and English Language (Syllabus B) in HKCEE awarded before 2007 is accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 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> <ul style="list-style-type: none"> (a) to assist in the implementation of the Fund’s local scholarship scheme (the scheme); (b) to assist in the operation of the Hong Kong Jockey Club Music and Dance Fund Awardees Association (the Association), such

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

	<p>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 arts groups to implement the works related to the scheme and the Association;</p> <p>(d) to assist in the management of the Association’s website and social media accounts;</p> <p>(e) to assist in formulating publicity plans and implementing publicity initiatives to promote the scheme and the programmes of the Association;</p> <p>(f) to handle and keep proper records of expenses for the scheme and the Association;</p> <p>(g) to assist in reviewing the effectiveness of the scheme and the operation of the Association; and</p> <p>(h) to perform other duties as and when required.</p>
Terms of appointment:	The successful candidate will be appointed on contractual terms for a period until 30 September 2020. Renewal of contract will be subject to the service need of the Fund and the successful candidate’s satisfactory performance and conduct.
Fringe benefit:	<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</p>

	<p>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>
<p>How to apply:</p>	<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 Assistant" on the envelope. Applications which are incomplete or without the relevant supporting documents will not be considered.</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.
Correspondence Address:	The Hong Kong Jockey Club Music and Dance Fund Secretariat 13/F, West Wing Central Government Offices 2 Tim Mei Avenue, Tamar Hong Kong
Enquiry Telephone:	3509 7109 (Ms Chan) 3509 8061 (Ms Tam)
Closing Date (dd/mm/yyyy):	08/04/2019

香港賽馬會音樂及舞蹈信託基金

職位申請 - 項目助理

香港賽馬會音樂及舞蹈信託基金（基金）¹於 1980 年成立，旨在推廣和發展香港的音樂及舞蹈。基金現正接受以下職位申請：

職位：	項目助理
薪酬：	月薪 20,270 元
入職條件：	<p>申請人必須 -</p> <ul style="list-style-type: none">(a) 持有本港大學頒授的學士學位或同等學歷；(b) 在香港中學文憑考試或香港中學會考的中國語文科及英國語文科考獲第 2 等級或以上成績，或具備同等成績[見註]；(c) 在取得上述資歷後，具備最少 1 年項目管理工作經驗，與藝術行政、音樂或舞蹈範疇有關更佳；(d) 具備良好的策劃、溝通和組織技巧和能力，以及能在壓力下完成工作；(e) 具備良好的中、英文口語及寫作能力；以及(f) 精通電郵、互聯網及電腦軟件包括 MS Word、Excel 及 PowerPoint 的操作。 <p>申請人如持有與藝術行政、音樂或舞蹈有關的學士學位或具備相關工作經驗，有可能會獲優先考慮。</p>
註：	基金在聘任時，2007 年前的香港中學會考中國語文科和英國語文科(課程乙)E 級成績，在行政上會分別被視為等同 2007 年或之後香港中學會考中國語文科及英國語文科第 2 級成績。
職責：	<p>獲錄用的申請人將於基金秘書處工作，主要職責如下：</p> <ul style="list-style-type: none">(a) 協助推行基金轄下的本地獎學金計劃(計劃)；(b) 協助香港賽馬會音樂及舞蹈基金得獎者協會(協會)的運作，例如就其執行委員會的運作提供行政及秘書支援、策劃及統籌協會的所有活動包括音樂及舞蹈演出、社區及教育活動、師友計劃等；(c) 與本地專上學院、音樂及舞蹈有關的藝術團體緊密聯絡，推展與計劃及協會有關工作；(d) 協助管理協會的網頁及社交媒體帳戶；(e) 協助制定宣傳計劃及推行宣傳活動，以推廣計劃及協會的活動；(f) 處理及備存計劃及協會的支出紀錄；

¹民政事務局為基金提供秘書處支援。

	<p>(g)協助檢討計劃及協會的運作成效；以及</p> <p>(h)執行上司指派的其他職務。</p>
聘用條款：	<p>成功的申請人將按合約條款聘任至 2020 年 9 月 30 日止。合約屆滿後，是否獲續聘，須視乎屆時基金的服務需要及受聘者有良好的工作表現和操守而定。</p>
福利：	<p>(1)如受聘人在合約期內一直維持良好的工作表現及行為，在完成合約時，可獲得約滿酬金。約滿酬金連同僱主按照《強制性公積金計劃條例》而為受聘人向強制性公積金計劃所作供款，將會相等於受聘人合約期所得底薪總額的 15%；及</p> <p>(2)除公眾假期外，受聘人可享有 12 日有薪年假、產假及疾病津貼。詳情將在獲聘時再行確定。</p>
附註：	<p>(a)申請人於獲聘時必須已成為香港特別行政區永久性居民。</p> <p>(b)申請人如獲基金聘用，將不會按公務員聘用條款及服務條件聘用。獲聘的申請人並非公務員，並不會享有獲調派、晉升或轉職至公務員職位的資格。</p> <p>(c)入職薪酬、聘用條款及服務條件，應以獲聘時之規定為準。</p> <p>(d)如果符合訂明入職條件的應徵者人數眾多，基金可以訂立篩選準則，甄選條件較佳的應徵者，以便進一步處理。在此情況下，只有獲篩選的應徵者會獲邀參加招聘筆試及／或面試。</p> <p>(e)持有非本港學府或香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。有關申請人須把修業成績副本及證書副本郵寄至下述查詢地址。</p> <p>(f)獲取錄的申請人或須不定時工作及於星期六、星期日或公眾假期工作。</p>
申請手續：	<p>申請表格可於民政事務局網頁 (www.hab.gov.hk/tc/public_forms/forms.htm) 或基金網頁 (www.hkcmdf.org.hk) 下載。</p> <p>填妥的申請表格連同詳細履歷表和學歷及工作經驗證明文件副本(如工作證明、僱主證明等)，必須於<u>截止申請日期下午六時或之前送抵或寄抵下述查詢地址</u>，逾期申請將不獲接納。</p> <p>請於信封面註明「香港賽馬會音樂及舞蹈信託基金—申請項目助理」。資料如有缺漏或並未附上有關證明文件，申請將不獲考慮。</p>

	申請人如獲邀參加面試／筆試，通常會在截止申請日期後約六個星期內接到通知。如申請人沒有獲邀，則可視作已經落選。
查詢地址：	香港添馬添美道 2 號 政府總部西翼 13 樓 香港賽馬會音樂及舞蹈信託基金秘書處
查詢電話：	3509 7109 (陳女士) 3509 8061 (譚女士)
截止申請日期： (日/月/年)	08/04/2019