



Hong Kong Countryside Foundation Ltd

The Hong Kong Countryside Foundation Ltd is a charitable institution of public nature established to provide a vehicle to enable people keen to conserve the countryside for the long-term benefit of Hong Kong public to come together and work to turn dreams into projects.

We are now inviting applications for the following position:

Project Officer

Job Level	Intermediate
Work Exp	3 Years - 4 Years
Education	Degree
Industry	Charity / NGO / Non-Profit Org / Social Services
Job Function	Construction / Property - Others Science / Lab / Research - Research & Development (R&D)
Location	Kowloon, New Territories

Major Responsibilities:

To work with Project Director and Project Manager for the Countryside Conservation Funding Scheme (CCFS) funded project “Feasibility study of licensed food business in remote old villages” mainly in Lai Chi Wo village of North East New Territories, to formulate and promulgate framework to the rural community which consists as part of village revival model of “Hakka Life Experiential Village”;

- To carry out research as directed and engage stakeholders, identify issues and evaluate solutions to the establishment of licensed food business in remote old villages;
- To consolidate documentation and compile reports based on study findings, develop the framework of business operation in the context of remote villages;
- To organize events and promotional activities, including workshops, questionnaire, leaflets, website, exhibition;



- To assist in coordination with various parties on developing the solutions and framework of restaurant license application;
- To undertake office administrative duties;
- To help in other duties as assigned by Project Director and Project Manager including developing Hakka Life Experiential Village project

Requirements:

- A recognized university degree in surveying, urban studies, or related field
- 3-4 years of relevant working experience and preference will be given to those who possess knowledge of heritage conservation
- Strong analytical skills with experience in report writing
- Outstanding English and Chinese written, communication and presentation skills
- Knowledge of social media with the ability to manage multiple tasks
- Problem-solving, a team player with positive attitude and could work independently

Please apply in confidence with your detailed resume with cover letter stating your expected salary to Hong Kong Countryside Foundation Ltd by email to chairman@hkcountryside.org and david.au@hkcountryside.org or by post to 14th floor, 480, Nathan Road, Yau Ma Tei, Kowloon, Hong Kong **on or before 30 Nov 2020**. Shortlisted candidates will be invited for interview and written test.

(Please quote the applied position when submitting the application)

The information supplied by applicants will be used strictly for this recruitment exercise and in compliance with Personal Data (Privacy) Ordinance. Only short-listed candidates will be notified.

Information about The Hong Kong Countryside Foundation Ltd

<http://www.hkcountryside.org/>

About the Lai Chi Wo project

<https://www.lcw-hakka-life.org/>

11 Nov 2020