

Activity Development Assistant (REF: A1/ADA/CEASE/MIP)

Roles & responsibilities:

- Provide community education and programmes to the ethnic minority communities;
- liaise with ethnic minority communities and stakeholders for service development; and
- work in shifts.

The ideal candidate should have/be:

- A recognized associate degree/higher diploma or equivalent;
- preferably with experience in providing interpretation and translation services as well as working with ethnic minority communities;
- fluent in reading, writing, speaking and listening English;
- fluent with communication in at least one Ethnic Minority languages (for EM applicant) and in Chinese (for local applicant); and
- with basic computer knowledge.

(Please specify in the resume or application form the relevant academic results/qualifications and working experience you have attained in detail.)

Compensation & employment terms:

Currently at \$20,165 (Tung Wah Master Pay Scale Point 6) per month.

The successful candidates will be appointed on contract terms. The salary is subject to downward/upward adjustment or may be frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. The fringe benefits include paid leave, medical services, dental scheme and training sponsorship.

Application:

Please send your resume or completed application form <F601> to the Head of Human Resources Division, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **6 May 2024**. Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. **The reference code should be marked both in the letter and on the envelope.** For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting. Underpaid mail items will not be accepted by Tung Wah. In accordance with the Tung Wah's personal data policy, personal data provided by the applicants will be used strictly for recruitment purpose only. Applicants not invited to attend an interview within 3 months after the deadline may assume that their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

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