

Programme Officer

The Job

- To plan and place volunteer work and provide ongoing support to volunteers to ensure quality of volunteer service.
- To assist in planning and implementing programmes and activities.
- To collect, verify, compile and analyse statistics of volunteer and survivorship programmes.
- To perform any other duties as assigned by supervisors.

The Candidate

- Bachelor's degree in any discipline with at least 1 years' relevant working experience, preferably gained from NGO.
- Good interpersonal and communication skills.
- Have good sense of responsibilities, self-motivated, cheerful, caring and passionate in supporting cancer patients.
- Proficient in MS Excel, Word, PowerPoint and Chinese word processing.
- Good command of written and spoken English and Chinese (Cantonese and Mandarin).

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.