



**救世軍** 港澳地域  
**The Salvation Army**  
Hong Kong and Macau Territory

This job advertisement is available in English only.  
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[HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org)

The Salvation Army is an international Christian church and charity working in 134 countries and areas and has been serving Hong Kong for over 90 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

Qualified persons are invited to apply for the following position:

**Project Coordinator – Community Care Project**  
**Divisional Headquarters**  
**(Ref: PC-CCP/DHQ/08-23)**

**RESPONSIBILITIES**

- Conduct need assessments, identify or initiate projects that are implemented in ways in response to communities and partners
- Plan and prepare or review proposals for projects.
- Assist in preparing or reviewing the annual budget, monitor the regular expenses reports and manage petty cash.
- Coordinate with internal and/ external parties (include but not limited to vendors, participants, donors and funding bodies) on projects development and implementation.
- Monitor event logistics and execution of the projects.
- Prepare reports and evaluate the effectiveness of the projects.
- Provide secretarial support to meetings.
- Establish, review and update policies, guidelines and procedures for project related matters.
- Set up, review and maintain an effective filing system.
- Perform other legitimate duties as assigned by the Divisional Commander/ Leaders.

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army.
- Degree in Business Administration/ Management/ Social Sciences or other related disciplines.
- Minimum 3 years relevant working experience in project management. Experience working in Christian ministry or community care service is preferred.
- Strong PC skills in using MS Office and web applications.
- Proficiency in both written and spoken English and Chinese, including Putonghua.
- Good communication and interpersonal skills.

- Good planning, analytical, and problem solving skills.
- Pro-active, innovative, strong sense of responsibility, detail-minded, and well-organized.
- Able to work under pressure and independently. Committed to serve the community.
- Able to work irregular hours, overtime or during weekend(s) in times of programmes and activities.

*\*Candidates with less experience will be considered as Project Assistant.\**

**Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Human Resources Manager, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (Ref: PC-CCP/DHQ/08-23) on the envelope or email to [HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org).

*All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.*