

The Organization

Since 1965, New Life Psychiatric Rehabilitation Association is dedicated to recovery-oriented, people-focused and evidence-based community mental health service development. The Association, with a team of over 1,000 staff members, operates more than 70 service units and projects to render residential services, employment and vocational training, community support for 16,000 people in recovery with mental illness (PIR) and their families, as well as provide mental health education to 48,000 general public annually. As a result of our passionate belief in social inclusion and self-reliance for PIR, we have established different social enterprises with over 20 projects operating currently promoted the well-being message under the brand “330”, which in Cantonese carries the homophonous meaning “body, mind and spirit” – the balance of which we all strive to attain.

For more information, please visit <http://www.nlpra.org.hk>

Project Officer

Responsibilities:

1. To coordinate and execute projects;
2. To promote and market the services, programs and activities of newlife.330 to the public;
3. To provide project management of mindfulness school project;
4. To coordinate with all collaborators and 330 ambassadors;
5. To assist in the development and update of 330 School Web;
6. To be responsible for the administrative works of the Project, such as preparing reports, delivering talks and workshops, and promoting the Project; and
7. To provide support to the enquiry hotline and follow-up service for schools.

Requirements:

1. A recognized University degree, preferably in Education or Psychology, or a related discipline;
2. At least 5 years of experience in project management;
3. Good communication and interpersonal skills;
4. Proficiency in written and spoken English and Chinese;
5. Detail-minded, self-motivated and able to work independently; and
6. Knowledge and experience in mindfulness will be an advantage.

Applicants are invited to forward a cover letter and a resume to **the Human Resources Department, New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon** by post, by fax 3552 5398 or by email recruit@nlpra.org.hk. Applicants who are not contacted within 2 months should consider their applications filed for future reference.

Personal data provided by applicants will be used strictly for recruitment purpose and will be destroyed upon completion of recruitment exercise. Prospective employees are requested to undergo Sexual Conviction Record Check.