

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>

(1) Manager

Kwai Tsing Community Green Station (CGS) Project

Responsibilities:

1. To coordinate the recyclables collection services;
2. To oversee the project service in meeting the contractual requirements;
3. To lead and supervise the project team in community & educational service, operational service and the station;
4. To oversee the operation of CGS, including human resources management, budgeting, education services, recyclables collection services, station maintenance etc.;
5. To plan, implement and promote all related programmes/events and initiate network building activities;
6. To liaise with the Environmental Protection Department for project development; and
7. To maintain a close relationship with stakeholders of CGS.

Requirements:

1. Bachelor's degree holder with at least 3 years managerial experience preferably in non-governmental organizations and / or the public sector;
2. Solid experience and expertise in waste reduction projects;
3. Established social network with commercial sectors and recycling industry is definitely an advantage;
4. Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure; and
5. Good command of both English and Chinese.

(2) Project Officer (Community & Educational Services)

Kwai Tsing CGS Project

Responsibilities:

1. To supervise and oversee the educational services from ideas, liaison, execution to completion;
2. To collaborate with local stakeholders for environmental protection promotion activities;
3. To be responsible for and manage various regular education programmes and featured events;
4. To coordinate the volunteer work;
5. To prepare various proposals and reports of the educational activities; and
6. To manage promotional activities and social media channels.

Requirements:

1. Diploma or above in environmental science / education / communication / marketing or

- other related discipline;
2. Solid experience in marketing or events management is definitely an advantage;
 3. Experience in communicating with various parties for dispatch of recyclables;
 4. Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure;
 5. Good command of both English and Chinese; and
 6. May be required to work in evening and on Saturday and Sunday.

(3) Project Officer (Operational Services) **Kwai Tsing CGS Project**

Responsibilities:

1. To supervise and oversee the daily operation of recyclables collection services;
2. To collaborate with local stakeholders for recycling activities;
3. To be responsible for and manage various featured programmes for the collection of recyclables;
4. To communicate with various parties for dispatch of recyclables;
5. To coordinate the Participation Incentive Scheme and manage the daily operations;
6. To coordinate the volunteer work; and
7. To prepare various reports and statistics.

Requirements:

1. Diploma or above with at least 1 year of experience in supervising recycling operations;
2. Solid experience in recycling industry and handling of recyclables is definitely an advantage;
3. Mature, sociable and meticulous and able to work independently for multiple tasks and under pressure;
4. May be required to work in evening and on Saturday and Sunday; and
5. Candidate with less experience will be considered as Assistant Project Officer (Operational Services).

(4) 項目助理 (全職/兼職)

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小學程度，懂粵語及閱讀簡單中文；有清潔、庶務工作或接待顧客服務經驗者優先；負責綠在葵青的回收相關工作，包括一般外勤、辦公室清潔、搬運物品等，並協調葵青清潔合約的回收工作，須輪班當值。

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.