

## **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>

## **Senior Human Resources Executive II**

### **Responsibilities:**

1. To assist in reviewing and drafting Association policies and procedures to ensure statutory requirements are incorporated and adhered to;
2. To attend meetings and take minutes;
3. To draft Board Paper, proposals, announcement and memorandum;
4. To conduct research on human resources programmes and projects to evaluate current needs and assemble materials needed for proposals and launch;
5. To coordinate and implement employee / staff well-being programmes;
6. To assist in implementing human resources programmes, activities and events; and
7. To perform ad hoc assignments and other related duties as assigned by supervisors.

### **Requirements:**

1. Degree holder with at least 6 years of relevant experience;
2. Excellent communication skills, highly resourceful team-player with the ability to be extremely effective independently;
3. Highly organized, proactive and be able to juggle multiple projects;
4. Meticulous attention to detail and strong coordination and forward thinking capabilities;
5. Proficient in PC applications e.g. Microsoft Word, Excel, PowerPoint; and
6. Strong command of English and Chinese writing skills.

Candidate with less experience may be considered as Human Resources Executive.

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](mailto: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.