



What is The Zubin Foundation

The Zubin Foundation is a registered charity in Hong Kong (IR 91/12344), named after Zubin Mahtani Gidumal. We aim at improving the lives of Hong Kong's ethnic minorities by reducing suffering and providing opportunities. We do this by outreach in the community and driving systemic change. For more information, see www.zubinfoundation.org

Project Officer (Emergency Relief and Scholarships)

Reporting to the Operations Director and Project Manager, the Project Officer will be responsible for providing vital assistance to project managers in the daily operational and administrative duties in various projects and event coordination at The Zubin Foundation. The selected candidate will benefit from working in the collaborative and professional environment of a fast growing NGO as well as contributing to the betterment of Hong Kong community's ethnic minority population. This position is full time.

Key Responsibilities

- Assist project managers in various components of projects around **Emergency Relief and Scholarships**, from project development to execution to evaluation, etc.
- Manage social media platform
- Provide administrative support to the organisation
- Perform ad hoc tasks assigned

The individual MUST:

- Be a higher diploma or associate degree holder, or above
- Be interested in serving the Hong Kong community with demonstrated passion
- Be very comfortable conversing with stakeholders in English. Conversational Cantonese is a bonus.
- Spoken Urdu, Hindi, Pashto, Tagalog or Nepalese would be an advantage
- Be proficient in Microsoft Office, in particular; Microsoft Word, Excel, and PowerPoint.
- Be self-motivated with good interpersonal skills and strong organisational skills.
- Be able to manage multiple priorities under pressure, trouble-shoot and to meet short- and long-term deadlines.

Interested applicants to send a cover letter and email at info@zubinfoundation.org.

Deadline date: 19 April 2022. Only successful candidates will be contacted. The Zubin Foundation is an equal opportunity employer.