

Hong Kong Adventure Corps

The Corps is a disciplined youth training organization and a registered charity. We are seeking a mature, high calibre and self-motivated candidate to fill the post of:

SENIOR TRAINING OFFICER

Duties of the post will be focused on the following:

- ◆ Detail planning of training courses, preparation of course programmes, drafting of course manuals and other training materials, arranging manpower and logistic support for courses and compilation of post-training course reports, etc.
- ◆ Promoting and marketing of the training courses and facilities provided by the Corps to potential clients with a view to developing new business for the Corps
- ◆ Coordinating the running of the courses, squadron training activities and other Corps training programmes as well as exchange programmes within and outside Hong Kong
- ◆ Liaison with client schools and outside organizations
- ◆ Supporting other Corps operations, including training of cadets and instructors, as necessary

Qualifications required:

- ◆ Minimum 10 years' relevant working experience. Experience in military or disciplined service would be an advantage
- ◆ Knowledge and established contacts with primary/secondary schools, youth organizations or government departments preferred
- ◆ Affinity for military-style adventurous youth training
- ◆ Fluency in written/spoken English and Chinese (Cantonese and Putonghua)
- ◆ Strong leadership and interpersonal skills, proven management and administration ability
- ◆ Strong presentation skills, ability to work under pressure and independently
- ◆ Good PC skills of MS Word, PowerPoint, Excel and other common softwares
- ◆ Be spiritually, mentally and physically fit

Salary negotiable, depending on experience and agreed conditioned hours of work.

(N.B. The post involves irregular working hours including on weekends and public holidays.)

Please send career resume by post (Hong Kong Adventure Corps, High Island Training Camp, Sai Kung Man Yee Road, N.T.), fax (fax no. 27928510) or email (achq@hkac.org) for the attention of Chief Staff Officer, HKAC on or before 10 April 2009.