

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : Ag. CSO

Ref : GR25_004

Tel : 2712 8900

Fax : 2715 6944

To : All Members

Cc :

Date: 14 February 2025

Internal Staff Recruitment - Part-time Clerk (3 months)

Applications are now invited from **Members of the Corps** for the following temporary post:

Part-time Clerk

Responsibilities:

- a) Support administrative and clerical duties for the Headquarters
- b) Input data and make proper and up-to-date records
- c) Assist to prepare reports and relevant documents
- d) Perform any other duties as assigned by the Acting Chief Staff Officer and/or his delegated authority

Requirements:

- a) At least HKCEE / HKDSE standards or above
- b) Good service history in HKACC is an advantage
- c) Ability to work independently
- d) Good command of both Chinese and English
- e) Willing to take initiatives
- f) Integrity and loyalty to the Corps
- g) Cadet Membership will be an advantage

Successful candidate will be required to work on a part-time basis and subject to a maximum of 17.5 hours per week and a minimum of 30 hours per month. Operational requirements may necessitate service outside normal office hours.

Salary:

HK\$80.00 per hour during the contract period.

Applications: Please forward your application with full CV, quoting reference “HKACC-CLERK” to the Acting Chief Staff Officer, Hong Kong Air Cadet Corps Headquarters and Training Centre, Nos. 1F Shiu Fai Terrace, Wan Chai, Hong Kong or by email to cso@aircadets.org.hk. Closing date is **20 February 2025**.

All personal data collected will be used for recruitment purpose only. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment. All personal data supplied will be destroyed within 6 months.