

## **What is The Zubin Foundation**

The Zubin Mahtani Gidumal Foundation (also known as The Zubin Foundation) is a non-partisan social policy think tank and registered charity committed to shedding light on enduring barriers to fairness and opportunity Hong Kong. The Zubin Foundation's core focuses are ethnic minority welfare and patient welfare.

See [www.zubinfoundation.org](http://www.zubinfoundation.org)

## **Current Employment Vacancy at TZF:**

### **Project Officer**

Reporting to the Programme Director, 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 @ 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.

#### **Key Responsibilities**

- Assist project managers in various projects, 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 an undergraduate degree holder
- Be interested in serving the Hong Kong community with demonstrated passion
- Be fluent in spoken Cantonese
- Be proficient in English, both written and oral
- Be very comfortable conversing with stakeholders in both English and Cantonese
- Be proficient in Microsoft Office, in particular; Microsoft Word, Excel, and Power Point
- Be self-motivated with good interpersonal skills and strong organisational skills

The Zubin Mahtani Gidumal Foundation Limited, known as The Zubin Foundation (registered charity in Hong Kong - IR 91/12344).

小彬紀念基金(香港註冊慈善機構IR 91/12344)。

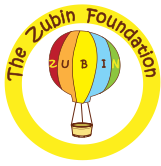
The Zubin Foundation also manages [www.hospitaladvisor.org.hk](http://www.hospitaladvisor.org.hk), a Hong Kong social enterprise.

小彬紀念基金同時管理一間香港社會企業 — 醫智網[www.hospitaladvisor.org.hk](http://www.hospitaladvisor.org.hk)。

5/F, Unit F-J, Block 2, Kwai Tak Industrial Centre, 15-33 Kwai Tak Street, Hong Kong.

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## THE ZUBIN FOUNDATION

Shed light on enduring barriers to fairness and opportunity  
Research | Collaborate | Take Action

- Be able to manage multiple priorities under pressure, trouble-shoot and to meet short- and long-term deadlines
- Spoken Urdu, Hindi, Pashto, Tagalog or Nepalese would be an advantage

Starting salary will be commensurate with experience (HKD10,000p.m. to HKD15,000p.m), 15 days of annual leave provided

**If you are interested in this role:**

Please email to Ms Anky Chau at [anky@zubinfoundation.org](mailto:anky@zubinfoundation.org).

Deadline date is: 30 October 2018

The Zubin Foundation is an equal opportunity employer.

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