



The Conservancy Association, founded in 1968, is one of the earliest non-government environmental organizations in Hong Kong. As a champion of sustainable development, we are dedicated to the protection of the environment and the conservation of natural and cultural heritage by advocating appropriate policies, monitoring government action, promoting environmental education and taking a lead in community participation.

We are looking for high caliber individuals with passion to contribute to our environmental projects.

Conservation Officer

Job Descriptions:

The major duty of the Officer will be assisting the Conservation Manager to develop, implement and monitor nature conservation related projects and environmental education activities under the developmental direction of The Conservancy Association (CA). One of the major project sites for this position holder will be Lai Chi Wo. The main areas of works include but not limited to the following:

- Project development and planning:
 - Develop new project proposals or assist Manager to write project proposal when required
- Project management:
 - Plan, coordinate and implement project activities, for example, ecological surveys by surveyors, volunteer activities, public participated programs, villager/farmer/stakeholder development events
 - Carry out field works
 - Maintain project calendar and milestones; ensure project KPI(s) is/are achieved
 - Produce and maintain project documentation, including data, photos and reports
 - Coordinate meetings or other types of communications with project stakeholders
 - Carry out promotion and publicity for project events
 - Support budget collation and other administrative works
- Support works of Conservation Team of CA
 - Assist to raise organizational profile, e.g. by networking with different stakeholders
 - Support environmental education programs, advocacy events or publicity activities of CA

Job Requirements:

- Adhere to the Association's mission, vision and core values
- Knowledge (Education and related experience):
 - University Degree or above in environment related fields (e.g. Ecology, Biological sciences, Geography or Social Science)
 - Minimal of one year relevant working experience in nature conservation, ecological research, or

environmental education

- Skills (Training and competency):
 - Basic knowledge in ecology and preferably with identification skills in plants or wildlife
 - Good communication skills (both written and oral)
 - Knowledge in database management and good command of MS Office
 - Good command of infographics and social media operation is preferable
 - Proficient written and oral English and Chinese (Cantonese)
 - Good capacity in social mobilization

- Personal characters
 - Strong interest in nature and wildlife conservation, sustainable development of rural village;
 - Self-motivated, able to work independently and in team work;
 - Proactive in communication

- Other requirements:
 - Feasible to work on weekends or holidays;
 - Physically fit for frequent outdoor work;

The position offered will be a two-year term contract and the term could be renewed depending on the performance of the candidate. Interested parties please apply with covering letter, CV, current and expected salary, available date and your contact particulars to **Ms. Mak: hr@cahk.org.hk** (All personal data are collected for recruitment purpose only).