

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : CO
Ref : GR26_012
Tel : 2712 8900
Fax : 2715 6944

To : All Members
Date: 29 July 2026

Internal Staff Recruitment

Applications are now invited for the following post:

Program Officer

Responsibilities:

- (a) Centralized Cadet Onboarding: Run the bridging program on Saturdays, designing and delivering foundational training modules to engage prospective cadets immediately.
- (b) School Partnerships: Lead the establishment and administrative setup of new school-based units during weekday after-school hours, overseeing recruitment and early-stage squadron operations. Serve as the primary contact point for school managements and parents to disseminate Corps updates and activity information.
- (c) Government Liaison & Stakeholder Coordination: Act as the central coordinator for external organizations, managing event attendance, official post-event reporting, and required documentation, while coordinating cadet deployments across squadrons to guarantee robust, disciplined, and active participation in events.
- (d) Project Management & Administration: Drive project implementation, conducting regular operational reviews, maintaining databases, and compiling progress reports for assessment.
- (e) Other ad-hoc tasks as required

Requirements:

- (a) Education: Holder of a recognized- university degree, tertiary diploma, or equivalent qualification.
- (b) Experience: Minimum of 2 years of relevant working experience in youth services, school liaison, training instruction, or event planning.
- (c) Core Skills: Proactive attitude, strong organizational skills, and excellent capabilities in inter-departmental mobilization and communication.
- (d) Language: Excellent command of written and spoken English and Chinese.
- (e) Technical Skills: Proficiency in MS Office (Word, Excel, PowerPoint).
- (f) Preferred Assets: Prior experience in uniformed groups is highly advantageous. A HKACC membership will be considered as an advantage.

Terms of Employment & Benefits

- Salary Offer: Commensurate with qualifications and experience
- Terms of Employment: Two-year fixed-term contract. Immediately availability will be an advantage.
- Work Schedule: 6-day work week, based at Headquarters or designated

schools. Operational requirements may necessitate service outside normal office hours.

- Annual Leave: 14 days of paid annual leave per annum.
- Medical Benefits: Individual medical insurance coverage.
- End-of-Contract Gratuity: A contract gratuity (calculated at 10% of the total basic salary earned) will be granted upon satisfactory completion of the contract with a consistently high standard of performance and conduct.
- Value-Added Benefits: Free professional aviation and leadership training opportunities for interested candidates.
- Candidate with less experience may be considered for the post of Assistant Program Officer.

Applications: Please forward your application with full CV, quoting reference “HKACC-PO” to the Chief Staff Officer, Hong Kong Air Cadet Corps, 1F Shiu Fai Terrace, Wan Chai, Hong Kong or by email to recruit@aircadets.org.hk. The closing date is **29 August 2026**.