

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : CO
Ref : GR26_015
Tel : 2712 8900
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To : All Members
Date: 12 August 2026

Internal Staff Recruitment

Applications are now invited for the following post:

Part-time Project Manager

Responsibilities:

- (a) Manage the full project life cycle—including planning, milestone monitoring, and execution—of the three-year youth leadership and community service programme.
- (b) Prepare progress reports, expenditure forms and other reports on a timely basis, and maintain all relevant records in relation to the programme
- (c) Conduct compliance reviews of records and documentations to guarantee proper, transparent, and optimal utilization of project funds.
- (d) Handle routine administrative work of the programme
- (e) Serve as liaison on behalf of the Corps, building strong relationship with partners, auditors, trainers, participants, etc.
- (f) Oversee all marketing and publicity matters, including the design of promotional materials, social media promotions, etc.
- (g) Govern data management processes, ensuring accuracy, compliance, and structural updates for applicant, parent, teacher, and trainer databases.
- (h) Supervise, mentor, and guide Project Assistants to ensure high-quality execution of tasks.
- (i) Perform any other duties as required

Requirements:

- (a) Tertiary education or above
- (b) Good command of English and Chinese
- (c) Have a good working knowledge on MS Office (Word, Excel and PowerPoint)
- (d) Detailed-oriented, good interpersonal and communication skills
- (e) Ability to work under pressure in a fast-paced environment
- (f) Passionate for and commitment to youth
- (g) Immediate availability is preferable

Successful candidate will be required to work on a part-time basis (maximum 16 hours per week). Operation requirements may necessitate service outside normal office hours.

Applications: Please forward your application with full CV, quoting reference “HKACC-PM” 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. Closing date is **26 August 2026**.

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.