



Croucher Foundation
裘槎基金會

Programme Officer (Grants)

The Croucher Foundation is a private foundation established in 1979 to promote the standard of the natural sciences, technology and medicine in Hong Kong. The work of the Foundation is organised into five broad areas:

- scholarships and fellowships for promising young Hong Kong scientists and medical doctors to pursue research overseas;
- research fellowships to enable scientists in Hong Kong to pursue their intellectual inclinations, and to engage in bold new work;
- conferences, workshops and collaborative research to facilitate the exchange of ideas between Hong Kong scientists and their counterparts overseas;
- demonstration lectures to promote a wider understanding of science among Hong Kong school students and undergraduate students; and
- support for any undergraduate or postgraduate student in Hong Kong experiencing sudden financial difficulty.

Croucher is an inclusive and diversity-friendly employer. We welcome and encourage applications from people of all backgrounds. We promote family-friendly flexible working opportunities where operational needs allow.

Job Title:	Programme Officer (Grants)		
Hiring Manager:	Director	Reports to:	Head of Grants
Position Type:	Full-time	Duration:	One-year contract
Department:	Operations Team	Grade:	Executive Officer
Job Description & Requirements			
<p>Purpose of job: The Programme Officer (Grants) will be a key member of the Grants team, who will work closely with the Head of Grants and other members of the team to support the Foundation's grants schemes, projects and events.</p> <p>Main duties:</p> <p>Event and Project Management</p> <ul style="list-style-type: none">● Assist in the overall strategic planning and delivery of grants events, such as symposium, academic meetings and exhibitions; including programme design, academic partner and stakeholder liaison, scheduling, finance and budget management, and reporting. <p>Grant schemes management</p> <ul style="list-style-type: none">● Support in the grants management cycle, including updating the online application system, applications processing and tracking, liaising with research offices, and filing applications and reports.			

Partnerships

- Working with colleagues to develop new international partnerships and projects including with leading universities and manage existing partnerships including outreach, engagement and data management.

Finance

- Ensure all financial issues are dealt with effectively, including working with the Head of Grants on all aspects of the financial administration of the programme including preparing estimates, financial planning, monitoring expenditure against budget, reporting, etc.

The job holder may also be expected to take on other ad hoc tasks as required.

Qualifications, skills and experience:

- Bachelor's degree required;
- Excellent written English and verbal communication skills. Proficiency in Cantonese and Mandarin, and written Chinese is desirable;
- Experience in programme or event management such as symposium, academic meetings and exhibitions will be an advantage;
- Strong organisational skills including planning, time management, digital organisation and administration;
- Strong interpersonal, communication and presentation skills;
- Proficiency in IT skills, including Microsoft Office (Word, Excel and PowerPoint) and web-based applications.