

School Development Officer

Required immediately by the Development Office to work with the School Development Manager in the day-to-day running of the office.

Candidates should be able to

- draft English/Chinese documents independently and have a good command of I/T skills

- 1 year of working experience preferred

Interested parties please send their resume and expected salary by email to jobs@dgs.edu.hk or by post to The Headmistress, Diocesan Girls' School, 1 Jordan Road, Kowloon, marked "Development Officer".