

## Executive Secretary

As the current Executive Secretary will be retired in December 2021, the Foundation invites applications from persons of vision and foresight, who possess the appropriate calibre, leadership and experience for the position.

### Key Responsibilities

Reporting to the Chair and to the Board of Directors and leading, supporting and motivating a team of full and part time employees and volunteers, the Executive Secretary will be responsible for:

- Liaising with the Board to develop directions, policies and strategies to fulfill the Foundation's mission;
- Providing leadership in overall management of the Foundation's entire daily operations and responsibilities and execution of goals, programmes and initiatives approved by the Board;
- Implementing sound fiscal management to ensure good financial health of the Foundation;
- Ensuring appropriate training and development of staff for the fulfillment of the Foundation's development plans;
- Establishing and maintaining appropriate internal control system for the efficiency of operations, the safety of physical and digital assets and the compliance with the Foundation's policies;
- Promoting the community's understanding of the scope and extent of services offered by the Foundation and developing good working relationships with other related agencies to initiate opportunities for co-operation and mutual benefit

### Requirements

- Bachelor's degree or above from a recognized university in a closely related discipline;
- Significant record of a senior management position, ideally within an NGO and/or with local farming background;

- Inspirational leadership and sound team working and motivational skills;
- Excellent communication capabilities and sound external relationship management;
- Strong written and oral communication techniques and solid presentation ability;
- Highly organized, self motivated and personally effective.

## About Produce Green Foundation

We are a small, non-subvented and non-profit charitable organization, established in 1988 by a group of local enthusiasts concerned about modern farming and the environment. We set up the first educational organic farm in Hong Kong at Hok Tau, Fanling and an elderly community garden at Tsuen Wan. We strive to promote organic farming and greener lifestyles so that they become part of a sustainable culture of humankind. Please refer to our web page ([www.producegreen.org.hk](http://www.producegreen.org.hk)) for more information about the Foundation.

## How to Apply

Interested parties please send application letter and full resume with current and expected salary to: Administration Officer, 18, Hok Tau Village, Fanling, N.T., or email to: [confidential@producegreen.org.hk](mailto:confidential@producegreen.org.hk). All applications will be treated in strict confidence and the information received will be used for recruitment purposes only. Applications will be retained for a maximum period of six months.