

HONG KONG PUBLIC OPINION RESEARCH INSTITUTE (HKPORI)

Recruitment reference: 2024002

Applications are invited for the post of **Executive Trainee / Executive** on a 3-month contract in the first instance, renewable to another 9-month contract with a pay rise of up to 25% depending on performance appraisal.

Applicants should have a bachelor's degree in any discipline and possesses relevant work experiences.

HKPORI is a civil society conscientious enterprise with a strong sense of social responsibility, it maintains a high level of Integrity and Quality in all its operations. For the position advertised, we expect the appointee to be mature, self-motivated, have a strong sense of responsibility, be a good team player but can also work independently. Qualities which applicants **MUST** possess include good language proficiency in spoken and written English, writing and typing Chinese, speaking Cantonese and Putonghua, good sense of responsibility at work and towards society, good logical thinking, careful with numbers, meticulous with details, good organization and communication skills, capable of working under pressure to meet timelines, willing to learn independently and to work as a team. This is a general position, advantages will be given to applicants with statistical and/or programming knowledge (at DSE ICT level) and/or experience in designing social media stories.

The appointee will be responsible for conducting research projects using different designs, planning fieldwork logistics, liaising with clients, monitoring fieldwork progress, and producing research outputs in the form of research reports, press materials and social media posts.

The appointee is expected to work 5 days a week, mainly from 09:30-18:30, but may also need to work on other irregular working hours and on weekends if needed, with appropriate time-off compensation. HKPORI maintains smoke-free workplaces.

An attractive salary commensurate with qualifications and experience will be offered, in addition to annual leaves and other fringe benefits.

Applicants should send their applications to vacancy@pori.hk with an up-to-date CV, expected salary, and available date. **Application closes on 16 July 2024**, but early applications will be considered as they come in.

HKPORI thanks applicants for their interest, but only candidates shortlisted for interviews will be notified of their application result. Applicants not receiving any notification from HKPORI by 19 July 2024 can assume their applications not successful.