

HONG KONG PUBLIC OPINION RESEARCH INSTITUTE (HKPORI)

Recruitment reference: 2021001

Applications are invited for the post of **Executive (Research)** or **Senior Executive (Research)** on a 3-month contract in the first instance, renewable to another 12-month contract with a pay rise of up to 25% depending on performance appraisal.

Applicants should have a bachelor's degree in Social Sciences, Business Administration, or other related disciplines, with **at least two years' relevant work experience** for the Executive post and at least five years' relevant work experience for the Senior Executive post.

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. Good command of Chinese (Cantonese and Putonghua) and English, good project planning, organizational and communication skills are musts. Sound knowledge of statistics, database management, computer programming, and Microsoft Office applications are definite advantages.

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 and press materials.

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.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leaves and other fringe benefits.

Applicants should send an application letter with an up-to-date CV with detailed personal particulars, qualifications, expected salary, and available date to Hong Kong Public Opinion Research Institute, Units 9-11, 6/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, or by email to vacancy@pori.hk. **Closes on 30 April 2021**, but early applications will be considered as they come in.

HKPORI places great emphasis on developing staff potentials, it has in place a variety of development opportunities and assistance for staff at different stages of their career. HKPORI maintains smoke-free workplaces.

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 15 May 2021 can assume their applications not successful.