

【Recruitment】

CarbonCare InnoLab Limited

CarbonCare InnoLab (CCIL) is an independent community NGO dedicated to expanding the circle of people active on climate change innovation, education and action. We put special emphasis on multi-stakeholder engagement and solution-oriented processes, as well as awareness-building across the community. This includes climate justice, carbon reduction, resource conservation and action that will assist adaptation and resilience building.

Website: www.ccinnolab.org

1. Chief Executive Officer (CEO)

We are looking for a high-energy, creative, flexible and patient self-starter to execute climate-innovation and renewable energy projects in combating climate change challenges with our team at a dynamic pace. The successful candidate must share and commit to the Vision, Mission and Values of our organisation.

KEY RESPONSIBILITIES:

- Establish, cultivate and maintain highly tuned relations with key stakeholder groups
- Play a lead role in the formation, implementation and monitoring of our strategic plan
- Provide leadership on climate change, innovation and renewable energy projects
- Oversee project budget and establish operational plans to ensure effective risk management and statutory / regulatory compliance
- Reports to CCIL Board members and the funding body

QUALIFICATION AND EXPERIENCE:

- Degree holder
- A minimum of 20 years' relevant working experience in project management and development
- Prior leadership or project management experience
- Superior leadership and stakeholder management, with strong organizational, interpersonal, communication, advocacy, negotiation and problem-solving skills
- Passion in and understanding of climate change and sustainable development issues

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate.

Please email your full CV and expected salary with position title as subject line to the **Board of CarbonCare InnoLab** at admin@ccinnolab.org

Applications will be treated with complete confidentiality. All information received will be used strictly for selection purpose only. Consideration of applications will continue until the position is filled. Applicants who do not hear from us within 4 weeks should assume their application unsuccessful.

2. Technical Manager

We are looking for a high-calibre person to fill the post of Technical Manager who will lead the implementation of an exciting new project on solar energy. He/she shall report to the Project Leader/CEO and the Board.

KEY RESPONSIBILITIES:

- Prepare tender proposals, formulate vetting systems and construction plans, including the development and management of project procurement schedules, for solar energy projects
- Review specifications for tendering and evaluate service vendors for technical and engineering competence to achieve construction and operational targets
- Review and advise on contractors' proposals
- Review engineering deliverables and initiate appropriate corrective actions
- Project management including site visits, coordinating site works, meeting with contractors and other stakeholders, monitoring site progress, testing & commissioning of solar PV systems and oversee the smooth running of the systems after installation
- Assist in identifying potential partners on renewable energy projects

QUALIFICATION AND EXPERIENCE:

- Degree in Electrical, Mechanical, Building Services, Energy Engineering or related disciplines
- A minimum of 5 years' relevant working experience, preferably with building or plant installation projects
- Experience in development, design and construction of renewable energy projects, preferably in solar energy
- Experience in contract management and project management
- Experience in overseeing contracting process for selection and management of designers, consultants, suppliers and subcontractors
- Proficiency in both written and spoken English and Chinese
- Passion in and understanding of climate change and sustainable development issues
- Strong organisational and communication skills

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate. Outstanding candidates with less work experience may be considered for an Executive position.

Please email your full CV and expected salary with position title as subject line to the **Programme Director of CarbonCare InnoLab** at admin@ccinnolab.org

Applications will be treated with complete confidentiality. All information received will be used strictly for selection purpose only. Consideration of applications will continue until the position is filled. Applicants who do not hear from us within 4 weeks should assume their application unsuccessful.

3. Programme Manager (6-months contract)

We are looking for a passionate individual who aligns with our values and initiatives, and is ready to contribute to building a greener and more sustainable Hong Kong. We require an experienced, self-motivated and resourceful person who is able to lead current projects as well as to contribute to the organisation's future growth.

RESPONSIBILITIES:

- Develop, oversee and report on the implementation of climate change, social innovation and renewable energy programmes
- Develop and maintain partnerships and networks with international and local trusts / foundations, civic / academic institutions and other NGOs for effective programme operations
- Monitor programme budgets and ensure appropriate use of resources
- Communicate with project sponsors, programme partners, corporate and individual members, as well as the media
- Supervise a team of dedicated programme officers and interns/ volunteers

QUALIFICATIONS:

- Proven experience of no less than 5 years in project leadership, development and management
- Previous experience in the implementation of international or local projects; track record in grant applications a plus
- Excellent engagement and communication skills with all levels of project stakeholders and the community at large
- Knowledge of and a passion for climate change and sustainability issues
- Proficiency in both written and spoken Chinese and English
- Self-motivated, ability to work independently and under pressure, willingness to be a leader and a good team player

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate. Candidate with less experience may be considered for an Executive level position.

Please email your full CV and expected salary with position title as subject line to the **Programme Director of CarbonCare InnoLab** at admin@ccinnolab.org

Applications will be treated with complete confidentiality. All information received will be used strictly for selection purpose only. Consideration of applications will continue until the position is filled. Applicants who do not hear from us within 4 weeks should assume their application unsuccessful.

4. Senior Administrative and Accounting Officer

We are looking for a high-energy, creative, flexible and patient self-starter to support our team in the administration of climate-innovation and renewable energy projects. The successful candidate must share and commit to the Vision, Mission and Values of our organisation.

KEY RESPONSIBILITIES:

- Provide full spectrum of office administrative support
- Responsible for book-keeping and general accounting matters, including the handling of invoices, receipts and payments
- Execute organisational policies and implement other HR initiatives

QUALIFICATION AND EXPERIENCE:

- Bachelor degree holder
- A minimum of 3 years' experience in administration and accounting
- Self-motivated, with a strong sense of responsibility and an eye for details
- Strong interpersonal skills, adaptable and be able to work independently
- Proficiency in both written and spoken English and Chinese

- Proficient in Microsoft Excel, PowerPoint, Word and Outlook
- Familiar with accounting software is an advantage
- Previous working experience with NGOs or non-profit organisations is a plus

Salary package with fringe benefits will commensurate with the qualifications and experience of the successful candidate.

Please email your full CV and expected salary with position title as subject line to the **Programme Director of CarbonCare InnoLab** at admin@ccinnolab.org

Applications will be treated with complete confidentiality. All information received will be used strictly for selection purpose only. Consideration of applications will continue until the position is filled. Applicants who do not hear from us within 4 weeks should assume their application unsuccessful.