

# Vacancy

**CLP Power Hong Kong Limited**  
**Corporate Development**  
**The Hong Kong Heritage Project**  
**Project Assistant**  
**[Ref.: CLPP-CD-HKHP-PA]**

*CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically integrated electricity supply business providing a highly reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.*

*CLP is an Equal Opportunity Employer and is committed to providing a working environment free from discrimination or harassment. All applicants will be considered for employment on an equal basis regardless of gender, physical or mental state, race, nationality, religion, age, family status or sexual orientation.*

*CLP is also a certified Fair Wage Employer in recognition of the Company's exemplary wage policies and practices.*

Applications are invited for the above post in the Hong Kong Heritage Project. The appointee will take up the roles and responsibilities including but not limited to the following:

## **Major Duties:**

- Support acquisition, arrangement, description and other day-to-day collection management functions
- Undertake preservation activities and digitisation as required, manage the outsourced conservation treatment of individual items.
- Assist with the enhancement of archives management system and website
- Answer enquiries from researchers and other prospective archive users, schedule user appointments, retrieve archival documents and supervise use of reading room.
- Coordinate and conduct archive tours for internal stakeholders and members of the public
- Develop expert collections knowledge in designated and wider subject areas, support history research for various Kadoorie companies and provide reference service.
- Assist in communication activities to promote the archival collections and their value to industry, employees, academics and the wider community.

## **Requirements:**

- Degree holder, post-graduate qualifications in Archives Management and/or related disciplines such as Records Management a definite asset.

- A minimum of two years' work experience with at least one year working or volunteering in archives.
- Excellent written and spoken English and Chinese
- Good knowledge of Hong Kong history and enthusiasm in heritage preservation
- Good understanding of related legislation, standards and best practice
- Excellent interpersonal and communication skills
- Well versed in MS Office (Chinese and English). Knowledge and interest in digital archives and technology are preferable.
- Well-developed time management skills, sense of priority and service manner
- Proactive, well-organised, detail-minded, independent, and a fast learner who can work under pressure and in a team environment.
- An ability to move moderate weight and access archive shelving at all levels
- Willing to work outside normal hours and on weekends, if deemed necessary

Please apply by sending email to [hrcd@clp.com.hk](mailto:hrcd@clp.com.hk) giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **25 January 2022**.

***Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CLPP\_HKHP\_PA\_Last Name\_First Name\_Other Names (if applicable)***

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website:  
<https://www.clpgroup.com/>



**Date Exhibited: 18.01.2022**  
**Date Withdrawn: 25.01.2022**

Information Classification: PROPRIETARY

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