

Duties performed

In my role as a Programme Support Assistant, my major responsibilities encompass a variety of tasks. This includes providing support for day-to-day administrative and secretarial duties, assisting in event management, and offering research assistance. In terms of day-to-day administrative and secretarial work, I handled tasks like drafting hiring notices, reviewing candidate profiles, scheduling interviews, and aiding in onboarding processes. Additionally, I accompanied the head of the office to different events and meetings, where I assisted with tasks such as polishing presentation slides, documenting event outcomes, and taking minutes during meetings with private companies, UN agencies, and NGOs. In event management, I participated in the 16 Days of Activism against Gender-Based Violence campaign, working with a part of the 30-people team with a local consultant. I supported various event logistics and managed receptions. As for research efforts, I have compiled a comprehensive database of references and conducted desk reviews of official reports from various government bodies, international organisations, and UN agencies. Under the guidance of research consultants, I developed indicators, drafted country context analyses, and provided valuable insights to inform the strategic initiatives of the office. These rewarding experiences have honed my organisational skills and trained me to become detail-minded at work.

Learning experiences

I have learnt to be communicative, observant and curious. In my learning experience, I have gained valuable insights into the significance of communication skills, especially in environments where English is not the first language for everyone. It has become evident that ensuring everyone shares a common understanding and is aligned on goals is essential. Moreover, I have come to value the importance of keen observation, extending beyond mere report analysis to actively engaging with local individuals to gain a deeper understanding of the country's context, particularly concerning gender (in)equality where discussions are less prevalent. My work experience here has led me to recognize my prior gender-blindness. Engaging in work related to gender equality in my current environment has shed light on the various gender-based challenges faced by women and girls worldwide, including gender-based violence, discrimination, and even femicide. Furthermore, I have encountered significant cultural differences between Hong Kong and my host country. For instance, greetings often involve hugging, a practice quite different from the workplace norms in Hong Kong. These experiences have provided me with a richer understanding of diverse social norms and professional practices.

Challenges and reflections

Throughout my experiences, I have encountered notable challenges that have contributed to my growth and adaptability. Adapting to the local context has been a rewarding hurdle. I have learned the value of being adaptable and adjusting plans and arrangements accordingly. This shift in mindset has not only broadened my approach to work but has also enhanced my ability to navigate diverse situations with agility and resilience. Learning to navigate and accommodate these differences has been a crucial aspect of my work experience here. Embracing flexibility has been instrumental in my personal and professional growth, enabling me to adapt and thrive in varied and dynamic environments.