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South China Morning Post

Saturday, February 11, 2017

Sponsored Feature

## A delightful journey with ATAL building trust with customers and staff for 40 years



Ir Dr Otto Poon, Chairman of ATAL

After 40 years of operation, the ATAL Engineering Group has a lot of cause for celebration. Advancing prosperously, the home-grown business is booming with abundant new opportunities and continues to seek the best minds in the industry to join the company.

Since its humble beginnings in 1977, the group has grown to consist of 16 successful electrical and mechanical engineering companies employing more than 2,000 staff, with impressive turnover in excess of HK\$4 billion. It has seven main strands of business: building services, environmental engineering, data-centre infrastructure, intelligent & green building solutions, lifts and escalators, integrated ICT solutions, and infrastructure and healthcare engineering.

Chairman and Founder Ir Dr Otto LT Poon has spearheaded the group's growth to become a market leader not only in HK, Macau and mainland China, but also with a global footprint that extends to the Americas, Europe and the Middle East. He explains that while engineering expertise plays an important part in this success, the real driving factors boil down to two things: building trust with customers and developing its people.

"Over the years, our customers have trusted in us because we always deliver what we promise," Poon says. "In any engineering contract there are bound to be unforeseen issues and situations that arise – and these we must always address – but once we make a commitment and agree to do certain things, we go all out to honour that commitment."

The cornerstone of the company is this implicit commitment to deliver. Poon talks of projects that incurred financial losses, and trying obstacles that led to delays, but in the face of everything, ATAL has never given up on a project.

"We register the implications and never see it as just an opportunity to make a profit. I believe it's this attitude and our approach that has gained us trust from the market and our staff. It's the biggest reason why the company has done well," he says.

The company had humble beginnings, with Poon having to mortgage his small apartment to fund its starting up. Going from importing equipment to sell in Hong Kong to helping customers deal with technical problems, and then handling all pre- and post-sales maintenance service, the company quickly grew under Poon's tutelage and is today one of the largest all-in-one engineering solutions providers.

But while ATAL's success has been rooted in its commitment to deliver, Poon says it also owes its

achievements to its investments in its people. With the company believing in career development from within, this is a major priority. Employees that show dedication to grow within the company are given every opportunity to blossom in their field.

**"One of our mission is to nurture our future leaders, building people from all disciplines, through our training schemes to unlock their potential and pursuit their career pathway,"** Poon says.

Each year, the company opens its doors to some 30 apprentices and 30 graduate trainees, offering them a specialised curriculum that hones their skills and qualifications. Graduate trainees go through a two- to three-year Scheme "A" Training programme that is accredited by the Hong Kong Institute of Engineers. Each trainee is assigned an engineering supervisor who provides coaching and guidance, and they undergo job rotation that ensures they get exposure to multiple disciplines and functions.

The apprenticeship programme targets students who are pursuing a diploma or higher diploma from the Vocational Training Council. Apprentices go through a three- to four-year training programme and can enrol in any relevant part-time day-release course offered by the Hong Kong Institute of Vocational Education.

Furthermore, ATAL provides financial support to any staff wishing to pursue a further degree or higher diploma. In fact, about 200 employees at ATAL undergo intensive training at various levels every year. The company is now looking at developing an in-house academy and hiring professors from prestigious local universities to train and develop staff.

These investments in staff training have paid off. On the one hand, it has helped develop talent for the industry; on the other, it has allowed employees to grow their careers within the company. As a result, it is not uncommon for

staff to spend their entire careers at ATAL – as is the case with three directors of the company, each responsible for a separate business unit, all of whom joined ATAL in the 1980s fresh out of university.

And while education is important, Poon says that when the company hires, it is also looking for people with personality, good communication skills, the ambition to develop themselves as well as the company, and who are open to broadening their horizons.

But Poon adds that, for all the company's various people development initiatives, the thing he likes best is that he has built trust and rapport with his staff. With his doors wide open every morning, staff can communicate directly with him regarding any thoughts or issues they have.

"If anything, the biggest achievement is trust," he says. "Because of trust, people can work more comfortably and with more confidence, and ultimately perform better."



**"The biggest achievement is trust. Because of trust, people can work more comfortably and with more confidence, and ultimately perform better."**





# Growing with ATAL and supported every step along the way

ATAL's corporate environment allows its young engineers and employees to thrive and many have liked it so much they have stayed with the company for decades. Below, three long-time staff regale their experiences and share their career journey at ATAL.



## Plotting a course to career success

**Alfred Wong**  
*Project Manager, Environmental Engineering*

Alfred Wong started his career in ATAL more than 20 years ago and now is the Project Manager in Environmental Engineering—who started as a graduate trainee – says he stayed with the company because of its excellent structure and organisation, which make it a perfect place for a budding young engineer looking for long-term career development.

"I was very lucky to get to work in the area of environmental engineering – not that many companies were doing this kind of work at the time," Alfred says. "I've worked on six or seven mega-projects, which is a great opportunity for a young engineer."

After spending more than two decades with ATAL, Alfred says the most important thing he has learned is that three things are needed to do an engineering job well: a good relationship with colleagues, where everyone trusts each other; good time-management skills; and cost control over projects. He explains that ATAL's working environment allows these three factors to thrive and helps him feel a great sense of job satisfaction.



## Providing a solid platform for young people

**Bob Chan**  
*Project Manager, Environmental Engineering*

Started his career as a bright eyed engineering graduate fresh out of the university of Hong Kong 18 years ago, Bob Chan was looking for an opportunity to put his learning into practice. He had great ambitions to turn what he calls his "ordinary knowledge" to extraordinary projects.

"Our company provides a solid platform for young people who intend to build their careers," Bob says. "There are many opportunities and a vast range of professional engineers and experienced technical people who can guide you – it's well equipped in every aspect."

Bob recalls that when he started as a graduate trainee, he had the opportunity to help build a construction plant. By actively participating in commissioning and testing during the later stages of the project, he was able to draw on what he had learned at university and put this knowledge to practical use. And because the whole team had a chance to work together, he was able to learn from his mentors, tutors and supervisors.



## Treating employees as family

**Donald Cheung**  
*Project Manager, Building Services*

Donald Cheung was first drawn to ATAL as a fresh graduate in 2001 because the company provided an integrated Scheme "A" Training programme for graduate trainees in the area of building services. Unlike other traditional building-services companies in Hong Kong, he says, ATAL offers a scheme that provides graduate trainees with a full range of building-services training. These include HVAC (heating, ventilation and air conditioning), Electrical, FS (fire service) and P&D (plumbing and drainage), as well as maintenance services.

With ATAL for 15 years Donald says the company was an ideal place for him to further his career. "ATAL contributes to an employee's ability to develop a career path by making transparent the knowledge, skills, experience and job requirements of each position within the company. With this information, I can plan and prepare for various jobs and opportunities," he says.

Donald says the company treats its employees as family, fostering a close working environment which in turn allows for greater flexibility and support for project execution and management.

With the company's sturdy support, Donald has a string of achievements to his name across a number of huge engineering projects. One in particular, he says, was the HK\$100 million high limits expansion project in Macau, which was successfully completed within the tight time limit of 150 days.



# Come and Join Us!

## GRADUATE TRAINEE

ATAL provides HKIE accredited Scheme "A" Training which helps you to become a professional engineer and to be the HKIE Corporate Member in a faster route. You will be given the opportunities to assist the project team from system design to project construction including tender estimation, planning, supervision and execution of site works. The position provides all-rounded on-the-job training and coaching, job rotation across different business units (subject to training arrangement), alongside exciting and challenging career development opportunities.



We offer a good environment to grow your career. Please send your resume to [hr@analogue.com.hk](mailto:hr@analogue.com.hk)

You may visit our website at <http://www.analogueholdings.com.hk/> for more information or contact us by +852 2565 3429.

Personal data collected will be treated in strictest confidentiality and used for recruitment related purposes only.

## Engineering with passion



BANKING & FINANCE



Haitong International Securities Group Limited ("Haitong International" Stock Code: 665 HK) is a subsidiary of Haitong Securities Co., Ltd. ("Haitong Securities" Stock Code: 600837 SH, 6837 HK), one of the leading securities companies in China.

Haitong Securities is well-established to provide comprehensive and quality corporate finance, brokerage, asset management, fixed income, currency and commodities (FICC), institutional equities and a full spectrum of financial products and services to institutional clients and individual investors domestically and around the globe. As one of the most important overseas business platform of Haitong Securities, the Group strives to be a modern and comprehensive financial institution with leading position in the Greater China Region.

The Company is led by a team of passionate and energetic professionals, we regard our staff the most treasurable asset and have been providing the best nature and career prospect to any talents. We now invite high calibre candidates to join us.

**Director / Vice President, Hedge Fund Sales**

Haitong International Securities Group would invite experienced sales and trading professionals to join its newly-established prime brokerage business team, providing comprehensive brokerage services to financial institutions and hedge funds in the Asia Pacific markets.

**The Job:**

- Develop clientele of hedge fund clients to support the new set-up prime brokerage business of the Group
- Nurture and maintain strong relationship with institutional investors including major financial institutions, pension funds, Fund of Fund investors etc
- Support start-up hedge funds and conduct effective cross selling within the Group
- Ensure the sales activities are in full compliance with Company policies, rules and regulations

**Requirements:**

- Bachelor degree or above in Finance or related disciplines
- At least 5 years' relevant working experience gained at reputable institutions and with sales track record
- Hands-on experiences of Prime Brokerage Sales is a plus but open to other finance institutional sales who covers Hedge Fund clients
- Qualified to be registered under SFC in relevant regulated activities
- Solid work ethics and high levels of self-motivation
- Excellent communication skills, confidence and ability to articulate complex situations

We provide attractive remuneration package and fringe benefits for the right candidate. Interested parties please send detailed resume with current and expected salaries to **Human Resources Department i)** by mail: 22/F, Li Po Chun Chambers, 189 Des Voeux Road Central, Hong Kong; **ii)** by fax: 2537 5431; or **iii)** by e-mail: [hrd@htisec.com](mailto:hrd@htisec.com).

Please quote the reference in the application. If application is submitted in hard copy format, it should be placed in a sealed envelope marked "Confidential". All applications will be treated in strict confidence and personal data provided by job applicants will be used for recruitment purposes only. A copy of our Personal Information Collection Statement will be available upon request.

GENERAL

**Community Service Centre Officer**

**Job duties :** Serve members of the South Asian community, mostly Pakistani and some Indian. Will include lecturing, teaching, and other such activities at the Urdu Neighbor Centre, using lesson plans based on Christian values developed in cooperation with a supervisor.

**Qualifications:**

**Education**

- Post-secondary education in religious studies
- A record of continuing education in Christian theology is required.
- At least some education relating to non-Christian religions is required.

**Experience**

- Extensive work or educational experience in South Asia is required, some of it must relate to Pakistan.
- At least 5 years of practical evangelical experience is required.
- Experience working with other denominations of Christianity, other religions, and diverse cultures is required. An applicant that has worked with minorities (relative to the environment in which they worked) will receive greater consideration.
- Some teaching experience is required.
- Experience working with youth is required.

**Skills**

- Ability to speak and write Urdu is required. Other languages from Pakistan and India are highly valuable.
- English is required. Some understanding of basic Cantonese is helpful.
- The ability to work with different cultural backgrounds, life experiences, and belief systems is absolutely necessary. Some of those you serve will have been raised in non-Chinese environments and may have practiced other religions before converting.
- Leadership skills are important. While you will have support and cooperation is an important part of the job, you will need to take charge in day-to-day operations.
- Experience with computers, MS-Office especially.

**Other considerations**

- Patience is a must. The applicant must not only be comfortable working with people from south Asia, and the applicant must be capable of putting such church members at ease and this may take time.
- We need someone who is passionate, energetic, confident in their beliefs, capable of working independently and self-motivating, but also a capable team player willing to work with the other members church.

Interested candidates should submit cover letter, resume, at least 6 references (3 professional; 3 personal) to **North Point Alliance Church** at the following postal address: 1/F, Block 4-6, City Garden, North Point, Hong Kong. Attention: **Cherry Szeto**. Application deadline: 11<sup>th</sup> March 2017

EDUCATION



**Stewards Pooi Kei College**  
**invites applications for:**  
**Literature in English**  
**Co-ordinator (NET)**

Duties will include:

- Co-ordinating, developing and teaching the Literature in English programme.
- Conducting English Language classes and activities
- Providing support for the English Department programmes and activities

Stewards Pooi Kei College is a DSS, English Medium of Instruction Christian School with an international perspective It was established in 2004 under the auspices of Stewards. Applicants should have prior, recent experience of Literature in English teaching such as HKDSE, IGCSE or similar, be familiar with the Hong Kong education system and be supportive of the Christian ethos of the School.

**Salary and conditions equivalent to EDB NET Scheme for suitable applicant. Commencement date: August 16, 2017**

**Applicants should apply to: The Principal, Stewards Pooi Kei College, 56, Siu Lek Yuen Rd, Siu Lek Yuen, Shatin N.T.**

**Closing date for applications : February 28, 2017**



**KOREAN INTERNATIONAL SCHOOL**  
**홍콩한국국제학교 韓國國際學校**

**Mathematics Part-time Teacher for Secondary students (\$350, 1week/6 hours)**

- Valid relevant Teacher's qualification needed in the relevant field
- Able to work cooperatively with Korean teachers
- Starts in March, 2017

**Interested parties please forward CV to Korean International School (Korean Section), 55 Lei King Road, Sai Wan Ho, Hong Kong.**

**Tel: 2583-0734, Fax: 2569-6274**  
**E-mail: [mjko@kis.edu.hk](mailto:mjko@kis.edu.hk)**

Data collected will be used for recruitment purpose only



**Parkview International Pre-School(Hong Kong and Kowloon)**

PIPS is seeking inspired, creative, skilled and experienced classroom practitioners, preferably familiar with the PYP, to join our teams at our campus in Kowloon or at Parkview. The successful candidates will be able to demonstrate and model a deep understanding of good early years practice of learning through play and inquiry that we have established at PIPS.

**Early Years English PYP Teachers/Early Years Putonghua PYP Teachers**

We have vacancies to start in August 2017, at our Kowloon and Hong Kong campuses.

Essential requirements for candidates:

- An early years qualification (PGDE (EY), B.Ed. (EY) or C.E. required)
- English mother tongue or Putonghua mother tongue/Putonghua proficiency level 2A
- 2 years teaching experience in an Early Years setting
- Experience teaching the PYP would be an advantage

Terms and conditions are commensurate with other leading kindergartens in Hong Kong. Please send completed C.V. including 3 professional references, one of which should be your current principal, and a letter of application to [mscarborough@pips.edu.hk](mailto:mscarborough@pips.edu.hk). Closing date 24th February 2017.

School website : [www.pips.edu.hk](http://www.pips.edu.hk)  
**PIPS is committed to safeguarding the welfare of our children.**



A leading manufacturer of printed circuit board over 30 years, currently under a listed company in the Main Board of the Hong Kong Stock Exchange, with offices in Hong Kong and Shenzhen, and factory facilities in Shaoguan, China.

**Financial Controller**

**Prerequisite**

- Must be a certified accountant with a minimum of 15 years of experience in a manufacturing environment, and preferably some of them gained through a Hong Kong listed company
- Possess banking relationship and ability to negotiate with banks for facilities
- Possess para-legal ability and experience in due diligence work in M & A
- Ability to understand and comply instructions from CEO and the CoE team
- Good management and communication skills
- Willing to face new challenges and learning opportunities within the organization

**Job Responsibility**

- Financial planning including cashflow forecast, P&L forecast, budget control, and discrepancy analysis
- Manage the Finance Department and offer recommendation to enhance bottom-line performance, integrity and credibility of the company
- Provide customer benchmarking and competitor analysis
- Enhance ERP system reporting function

We offer excellent remuneration package including medical scheme and other fringe benefits. Interested candidates are invited to write in confidence with full resume stating salaries history, daytime contact phone and e-mail to: [career@topsearch.com.hk](mailto:career@topsearch.com.hk)

All data collected will be used for recruitment purpose only.



Using analytics to connect you with quality jobseekers.

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To cope with our company development, we are looking for an energetic professional to fill up the following post:

**Assistant Finance Manager**

**Responsibilities:**

- Assist Finance Manager in the daily accounting and financial operations and ensure compliance with statutory requirements and group policies
- Perform month end closing, prepare management reports, yearly forecast and budget
- Co-ordinate with bankers and suppliers

**Requirements:**

- Degree holder in Accounting or Finance, with recognized accounting professional qualification
- Minimum 5 years solid working experience in **manufacturing industry and with PKC experience.** experience in pharmaceutical industry is an advantage
- Good command of both written and spoken Chinese and English, proficiency in Putonghua is a must
- Mature, self-motivated and independent, detailed-oriented, with strong analytical skills and able to work under high pressure
- **Station in Northern China is required**
- Immediate available or short notice is a definite advantage

We offer competitive remuneration package, medical plan and fringe benefits to the successful candidate. Interested parties please send full resume with expected salary to [winnie.lam@tulhk.com](mailto:winnie.lam@tulhk.com)

Personal data collected will be treated in the strictest confidence and only be used for recruitment-related purpose only.

A well-established & reputable CPA firm in Central is looking for

**ACCOUNTANTS & AUDIT ASSISTANTS** with:

- Confidence in dealing with clients of all nationalities
- Good command of written & spoken English
- Ability to work independently, efficiently & under time constraints
- Knowledge of Quicken & QuickBooks accounting software, Excel & Word
- Only those with a minimum of 2 year's experience need apply

Please send your FULL resume & expected salary to [AuditClerk@gmail.com](mailto:AuditClerk@gmail.com)

Immediate placement will be offered to the most suitable candidate.



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會

**The Hong Kong Institute of Certified Public Accountants** is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

To meet our business development needs, we are inviting high calibre professionals to join us for the following position:

**MANAGER, COMPLIANCE (Ref. M-C/S)**

The Manager will work under the supervision of the Deputy Director, Compliance and Associate Director, Compliance.

**Role and Responsibilities**

- Monitoring and enforcing professional standards according to the Institute's complaint handling procedures
- Providing technical and administrative support to relevant committees and working groups
- Assisting in the preparation, production and release of materials relating to disciplinary and regulatory actions
- Handling enquiries from members and any other interested parties in relation to potential disciplinary matters

**Qualifications and Required Attributes**

- Recognised university degree in accounting/finance/business
- CPA with a minimum of 5 years' post qualification experience gained in public accounting
- Strong technical and critical analysis skills
- High professional and ethical standards with a strong sense of accountability
- Ability to work independently
- Excellent written and oral communication skills in English required; Proficiency in Chinese preferred

Applications should be marked **"Confidential"** quoting the reference code **(M-C/S)** with full details of education, work experience, present and expected salaries, contact telephone number and earliest available date. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or by email at [hr@hkicpa.org.hk](mailto:hr@hkicpa.org.hk)** on or before **4 March 2017**.

*Personal data provided will be used for recruitment purpose only.*

*For more information, please visit our website at [www.hkicpa.org.hk](http://www.hkicpa.org.hk).*



**STATE BANK OF INDIA**  
**15th Floor, Central Tower**  
**28 Queen's Road Central, Hong Kong**

We invite applications from candidates for position of

**Assistant Vice President (FIG)**

For details regarding job duties and requirements, please refer our website: [www.sbihongkong.com](http://www.sbihongkong.com)

Please send your full resume by post or by e-mail to [estofchceo.hk@statebank.com](mailto:estofchceo.hk@statebank.com) latest by **28 February 2016**

(Preference will be given to the candidates having past experience of working with Banks as Relationship Manager for FIG)

*All information will be kept in strict confidence and will be used for recruitment purpose only.*

Be the first in town to reach elite career seekers

Classified Post



**香港大學**  
**THE UNIVERSITY OF HONG KONG**

**Technical Officer in the Department of Civil Engineering (Ref.: 201700088)**

Applications are invited for appointment as Technical Officer in the Department of Civil Engineering, to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal.

Applicants should possess a Bachelor's degree in Engineering or equivalent, with hands-on experience in the operation of common instruments and equipment for environmental studies. At least two years' relevant work experience is preferred. Knowledge in environmental engineering and/or water chemistry would be helpful. They should be competent in general computer applications and possess a good command of spoken and written English and Chinese. Apart from being self-motivated in learning across disciplines, responsible and well-organized, they should also possess good problem-solving skills and the ability to work independently and as a team player in a multi-disciplinary environment. The appointee will be expected to assist the teaching staff primarily in the daily operation of the environmental laboratory for undergraduate courses and research projects. On-job training of the operation of equipment will be provided.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointment will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 10% of basic salary.

Applicants should send a completed application form together with an up-to-date C.V. by e-mail to [civdept@hku.hk](mailto:civdept@hku.hk). Application forms (345/1111) can be downloaded at <http://www.hku.hk/apptunit/jr-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. **Closes February 28, 2017.**

The University places great emphasis on developing staff potential, and has in place a variety of development opportunities and assistance for staff at different stages of their career.

The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.

**The University is an equal opportunities employer and is committed to equality, ethics, inclusivity, diversity and transparency**



**啓思小學附屬幼稚園**  
**CREATIVE PRIMARY SCHOOL'S KINDERGARTEN**  
T: 2336 1212 F: 2338 6849 Website: [www.cpskg.edu.hk](http://www.cpskg.edu.hk)

**NATIVE ENGLISH TEACHERS**

An exciting opportunity to join our progressive kindergarten that offers a modern, inquiry-based curriculum. In support of our stimulating thematic learning programs, we provide a trilingual language environment and offer daily English and Putonghua lessons for our children.

Our native English teaching team plays a critical role in reviewing and enhancing the quality of our English language curriculum as well as teaching English in the front line. The team also works in collaboration with our local and Putonghua teachers to integrate learning activities and projects within our language-rich environment.

Experienced applicants who are degree holders and/or with early childhood teaching qualifications are invited to apply by email: [admin@cpskg.edu.hk](mailto:admin@cpskg.edu.hk) or by post to The Principal, Creative Primary School's Kindergarten, 2A Oxford Road, Kowloon Tong, Hong Kong.

*Applicant are assured that information submitted will be treated as strictly confidential. If you do not hear from us within 2 months after your application, please assume that you have not been successful on this occasion.*



**香港科技大學**  
**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**Associate Director (Building Services) Facilities Management Office**

**The University**

Founded in 1991, The Hong Kong University of Science and Technology (HKUST) is a dynamic, international research university in relentless pursuit of excellence, leading the advance of and education in science, technology, business, humanities and social science.

Our ethos has drawn over 30 nationalities from six continents to our spectacular coastal campus situated in cosmopolitan Hong Kong on the southern tip of China and the heart of Asia. The main HKUST campus spreads over 60 hectares of lush natural scenery on the Clear Water Bay peninsula, on which teaching and research facilities, staff and student housing, as well as various amenities are housed. The University is also engaged in research, education and knowledge transfer in its facilities in Mainland China.

The University is now looking for a high caliber professional to lead the building services team.

**The Role**

Reporting to the Director of Facilities, the appointee will be responsible for managing the operation and maintenance of the University's mechanical and electrical systems at the Clearwater Bay Campus as well as other University facilities located in Mainland China, in Shenzhen and Nansha.

The appointee will lead an in-house team of 100 staff, comprising engineers, technicians and artisans plus service contractors, to ensure the University's mechanical and electrical systems are operated and maintained in the most effective and energy efficient manner and provide the resilience and reliability that are needed to support the University's education and research missions.

The team is responsible for providing 24-hour monitoring of the University facilities and emergency response cover in the event of breakdown or emergency; overseeing services consultants on University capital projects as well as directly managing minor capital projects, maintenance and refurbishment works.

The Facilities Management Office has 2 other Associate Directors responsible for development projects and campus management respectively, and the appointee is expected to work closely with them as a team to create a comprehensive and cost effective approach to service and project delivery.

**Requirements**

*Applicants should have a proven track record in leading and managing a large team of multi-skilled staff and in-depth knowledge of building services maintenance as well as new building construction and refurbishment. He/She should also be able to demonstrate an in-depth knowledge of the latest trends and thinking in terms of energy conservation, innovation and sustainability.*

*In addition to the above, applicants should have a degree in engineering, or equivalent; be a corporate member of a professional institute in the relevant field; and have substantial years of relevant experience after obtaining the professional qualification.*

**Terms & Applications/Nominations**

Appointment to the position will normally be on three-year fixed term contract basis, renewable on mutual agreement. Competitive remuneration and generous fringe benefits, including housing allowance where appropriate, will be provided. A gratuity will be payable upon successful completion of contract.

HKUST is being represented by Argyll Scott Asia Pacific for this search. Applications/nominations, together with a full curriculum vitae and the names and addresses of three referees, should be sent to Mr Vinay Sajani of Argyll Scott Asia Pacific (email: [vsajani@argyllscott.com](mailto:vsajani@argyllscott.com)). Review of applications will start by **the end of February 2017** and the search will continue until the position is filled.

*(Information provided by applicants will be used for recruitment and other employment-related purposes.)*



**ARGYLL SCOTT**



POWER PROFILE

# Flagging problems

If you're close to burnout you need to break the cycle and take action

FEATURE

If you woke up this week feeling exhausted, stressed and wondering how you can possibly make it through a long day at work, you're certainly not alone.

An increasing number of employees feel that way and don't know what to do about it. In the US, already 95 per cent of human resource leaders say burnout – that troubled feeling of physical or mental collapse from overwork or stress – is the number-one cause of turnover. This is according to a new study of 614 HR officials conducted by Kronos, a Massachusetts-based workforce management solutions firm, and Future Workplace, a New York talent management firm. Although burnout is a problem at companies of all sizes, larger organisations reported more problems, particularly those companies with more than 2,500 employees.

For some employees, burnout stems from a perception of unfair pay, unreasonable workload or working too many hours. For others, it is the result of poor management, a negative workplace culture or insufficient technology to do their jobs, the survey shows.

Many companies are well aware that a high percentage of their employees are burnt out and ready to bolt. However, organisations reported in the survey that they have too many competing priorities to be able to focus on fixing the issue in 2017 and lack executive support for improvements.

But there is a way out. Overcoming burnout, and the fatigue, irritability and exhaustion that are symptoms of it, starts with breaking the cycle of destructive behaviour. Stop and think how you got to your current state of burnout. Have you mismanaged your time, failed to delegate, or allowed your work to take an emotional toll? Is your burnout the fault of your employer's unfair expectations, lack of guidance and scant praise or appreciation? Is your profession one with high stakes and are you failing to take necessary breaks?

Once you pinpoint the cause, "don't accept burnout as the way things are," says Shari Roth, a leadership coach with Capital Idea in Florida. "Take action."

Make time for a one-on-one with a manager instead of agreeing to unreasonable demands, drowning in expectations and enduring the frustration of not getting anywhere, Roth suggests. "Get clear on what's important and develop a plan together. A lot of people don't get feedback, don't feel valued, and don't feel that their work is making a difference, and that's where the burnout comes from."

Another cure for burnout is training. Some people have jumped into manager positions without any know-how and need help with leadership skills. Others need help managing excessive stress. Roth suggests asking for training, or if the budget is tight, speaking to peer managers or outside professionals for guidance. Would it help to establish a mentoring relationship? What are the options for continuing education or professional development? Is it possible to take a mini-sabbatical or a short break to regroup?

To be sure, some workers will quit their jobs, particularly after watching co-workers succumb to burnout. Already, US employers are seeing a surge in

applications as the economy improves and employees are eyeing greener pastures. "A lot of coping with burnout is knowing what you can and cannot change," says Juan Sanchez, professor of management and international business at Florida International University in Miami. "When you have the overwhelming feeling you can't get results, it is time to make a change."

For their part, employers need to be cognisant of the signs of burnout. When a top performer misses deadlines, becomes uncharacteristically irritable or unable to solve problems, someone at the company needs to initiate a conversation. It could be a mentor, a peer, a manager or the HR director. "It's important to

At their first interview, I ask them, 'What do you do for fun?' If they can't answer, then I know they are too big a risk

MICHAEL EHRENSTEIN, PARTNER, EHRENSTEIN CHARBONNEAU CALDERIN

feel there is someone at your workplace to talk to," says Paula Allen, vice-president of human resources for property management firm FirstService Residential in Florida, which has 6,400 employees.

Too often, that doesn't happen. When a burnt-out employee comes to meet with her in HR, Allen considers herself fortunate. "Usually they leave and don't tell you why," she says. "When someone does come in, we can usually figure out what to do. But you're lucky if you have those conversations. Often, they are not comfortable telling their supervisor they are struggling."

Attorney Michael Ehrenstein has put systems in place at his law firm to prevent the burnout epidemic in his profession and create a culture of balance. "When people get burned out, they get tired and less creative, communicate less and retreat into a hole. Their work is inconsistent," he says. "I don't want that in the office." As a partner at Ehrenstein Charbonneau Calderin in Miami, he encourages firm members to have outside interests to ensure work-life balance: "At their first interview, I ask them, 'What do you do for fun?' If they can't answer, then I know they are too big a risk."

Not all burnout can be eliminated, but much of it can be avoided. Companies can use metrics such as holiday use or technology that tracks schedules to know who is at risk. They can also encourage more managers to become models for how their team can achieve work-life balance. Sanchez is optimistic that despite survey findings, wise companies will give workers more resources and support in 2017.

"Talent is becoming more important," he points out. "If you treat your people as a mechanical, expendable unit, you do pay a price – and so will your employees."

AP

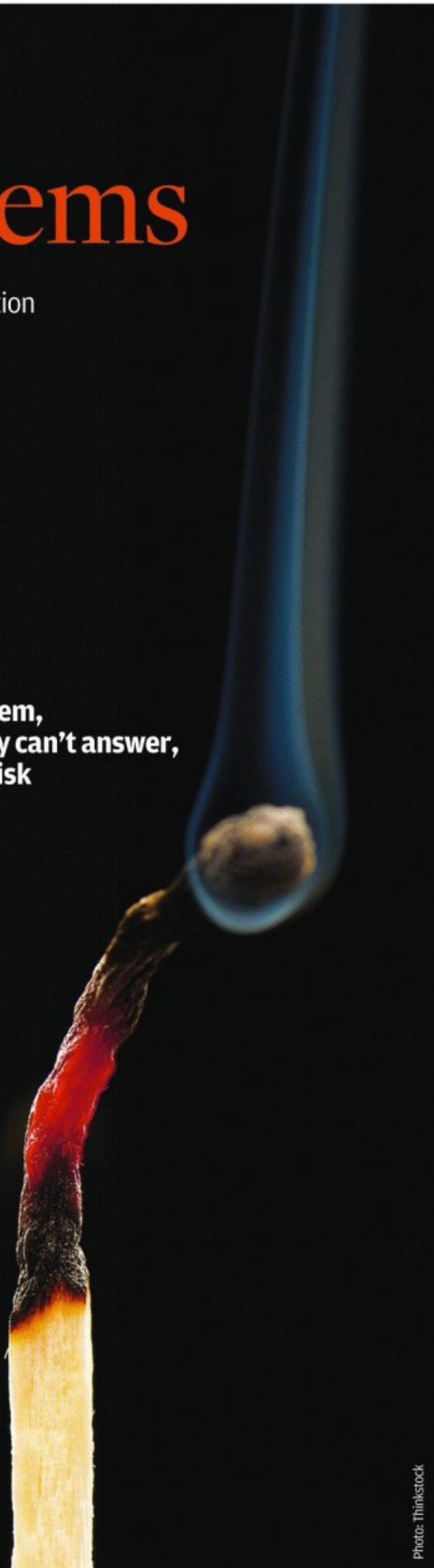


Photo: Thinkstock

NEWS BITS



**Repealing Obamacare would kill millions of jobs, studies show**  
WASHINGTON – A growing body of studies suggests the economic fallout from repealing key provisions of the Affordable Care Act would cause job losses in every state and not just the health care sector.

Josh Bivens of the Economic Policy Institute estimates the proposed repeal would eliminate 1.2 million jobs in 2019.

Most federal funding for the ACA goes to health insurers in the form of premium tax credits, which then goes to hospitals, pharmacies and other care providers. Health care dollars, which make up nearly one-fifth of the US economy, help drive all economic sectors. AP



**Facebook's new paid leave policy isn't just for mums and dads**  
MENLO PARK – Facebook COO Sheryl Sandberg (pictured) says employees will now receive up to 20 days of bereavement leave in the event of a family member's death, six weeks of paid leave to care for an ill relative and three days of paid family sick time to help out with a short-term illness. "This is personal for me," said Sandberg, whose husband died suddenly two years ago.

The US Family Medical Leave Act provides unpaid leave and protects employees' jobs for 12 weeks under certain conditions, but doesn't cover bereavement. *The Washington Post*



**UK men earn £12,500 less in 20s than generation before, research shows**  
MANCHESTER – Young British men today will earn £12,500 (HK\$121,785) less in their 20s than the generation before them, partly as a result of taking on low-paid jobs previously done by women.

Torsten Bell, director of the Resolution Foundation, says evidence showing Generation Y, also known as millennials, earn less than their Generation X predecessors in every year between 22 and 30 is a blow to the idea that each age group should be better off than the last.

The proportion of low-paid work done by young men increased by 45 per cent between 1993 and 2015-16. *The Guardian*

Photos: Reuters, AP

CASE STUDY

## Hurt feelings could cost companies

**The Case**  
As a general rule, employees bringing a claim for damages against their employer will need to demonstrate that they have suffered financial loss as a result of the alleged wrongdoing. In some cases, however, an employee may also be able to obtain damages for injury to feelings and/or exemplary damages, for example, in relation to claims of unlawful discrimination or harassment, or a civil claim brought under section 66 of the Personal Data (Privacy) Ordinance.

In the recent decision of Yip Shui Kwong v Legend World Asia Group, the District Court has provided a useful discussion of the principles that a court will consider when assessing damages

for injury to feelings or exemplary damages. While this case did not arise in the employment context, these principles are equally applicable to claims by an employee against their employer.

**The Decision**  
The case involved a claim brought against the owners of a karaoke and disco club by a patron who alleged unlawful discrimination on the ground that the claimant (who was male) was charged a higher entrance fee for accessing the club than a female patron would be charged. Although the court was satisfied that the disparity in entrance fees for this "ladies' night" was discriminatory and unlawful under the

Sex Discrimination Ordinance, the court declined to award damages in favour of the claimant.

Its decision rested on the basis that the court was not satisfied that the claimant had suffered any injury to his feelings as a result of the incident; he was aware of the disparity in fees at the time he paid the entry fee and entered the club, and he admitted enjoying the time that he spent there. The court also deemed that if exemplary damages were awarded, the claimant would obtain a windfall even though he was not a "victim".

As this case demonstrates, the starting point is that damages for injury to feelings should be compensatory, not punitive. Although feelings of hurt and

their level of intensity are not easy to assess in monetary terms, the courts will seek to make an award that is fair and reasonable. They should strike a balance between an award not being too high, but also not being too low, bearing in mind the need for public respect for the level of awards made.

Exemplary damages are awarded to punish, rather than to compensate. Accordingly, they are usually seen as a remedy of last resort. The courts will consider making such award if, and only if, the wrongdoer's conduct is so outrageous that compensatory damages will not be an adequate response, i.e. where a further penalty is required in order to punish the defendant for his/her conduct and deter others.

In the case above, the court was not satisfied that the club's discriminatory practice of charging disparate entrance fees was outrageous, on the basis that this was a common practice in the industry. Furthermore, although the Equal Opportunities Commission was aware of such "ladies' nights" (having provided legal assistance to the claimant in this matter) it had not undertaken any industry education programme or issued any notices condemning the practice.

Hong Kong are prepared to take a practical approach to assessing damages.

Importantly, damages for injury to feelings will not be awarded automatically when a breach has occurred, but will instead be assessed by reference to the actual suffering of the victim.

Similarly, exemplary damages should only be awarded in an extreme case, where an employer's conduct is so outrageous that an order for compensation is inadequate to punish and deter the employer from future wrongdoing.

That said, employers should take steps to ensure appropriate behaviour across the entire workplace to reduce the risk of claims from aggrieved employees.

They should also ensure allegations of inappropriate behaviour are addressed promptly to limit the potential for awards of damages of the kind discussed above.



Gareth Thomas is head of Herbert Smith Freehills' Hong Kong commercial litigation team and is responsible for the Greater China employment practice. Gillian McKenzie is a senior associate at Herbert Smith Freehills in the Hong Kong employment practice and has a range of experience in employment matters.



**The Takeaways**  
This case demonstrates that courts in

The information contained in this article should not be relied on as legal advice and should not be regarded as a substitute for detailed advice in individual cases. If advice concerning individual problems or other expert assistance is required, the service of a competent professional adviser should be sought.

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EDUCATION

GENERAL



**Worldwide Search for Talent**

**City University of Hong Kong** is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly-funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement. The University has seven Colleges/Schools. As part of its pursuit of excellence, the University aims to recruit **outstanding scholars** from all over the world in various disciplines, including **business, creative media, energy, engineering, environment, humanities, law, science, social sciences, veterinary sciences** and other strategic growth areas.

Applications and nominations are invited for :

(1) **Chair Professor/Professor/Associate Professor/Assistant Professor (Computational Social Science for Communication Research) in the Department of Media and Communication** [Ref. C/400/00]  
**Duties** : The appointees will work in one or more of the following areas: (1) Text Mining/Natural Language Processing, (2) Machine Learning, (3) Social Network Analysis, (4) Computer Programming (e.g. R, Python), (5) Infographics/Data Visualization, (6) Mobile Application Design, (7) Data-Driven Journalism, and (8) Computational Humanities; and teach both theoretical content and hands-on skills (i.e. coding for some of the above areas is highly desirable).  
**Requirements** : A PhD in Communication/Media Studies/Computer Science/Information Science/Network Science or related disciplines. Candidates for **Chair Professor/Professor/Associate Professor** should have an outstanding record of scholarly achievements in both teaching and research, a strong record in research grant coordination and/or academic management expertise. Candidates for **Assistant Professor** should have a solid and promising record of scholarly achievements in both teaching and research. The appointees are expected to work well with colleagues.

(2) **Senior Manager (Structural)** (at the rank of Assistant Registrar) **in the Campus Development Office** [Ref. C/404/00]  
**Duties** : Play a key role in various capital, operation and property management projects from planning to implementation. Main duties include to monitor the progress, safety and quality of works, and offer advice to resolve the structural design problems or problems occurring on site; check and coordinate relevant drawings to ensure all structural works in compliance with the approved documents and drawings; supervise contractors and their workers (directly or via the consultants) to ensure compliance with the statutory, safety and technical requirements and the University house rules, and ensure records be properly maintained; provide advice and ensure good construction practice throughout the project planning and implementation; handle contract administration matters (including monitoring of project cost and related financial issues); oversee the tendering exercises for employment of consultants and contractors; ensure the rectification of defects be properly carried out; and perform any other assignments.  
**Requirements** : A good honours degree in Structural Engineering/Civil Engineering/ Mechanical Engineering, with at least 15 years' relevant experience (of which at least 5 years at senior management level). Extensive experience in building development and large-scale building project execution in Hong Kong; being self-motivated and performance driven with proven management ability to complete tasks within tight schedules; good analytical and interpersonal skills; and high degree of commitment to the University are required. Preference will be given to candidates with professional qualification of MHKIE/MICE/MIStructE and Chartered Engineer (HKIE/MIStructE), experience in government subvention projects and institutional environment, and substantial administrative experience in higher education institutions. Shortlisted candidates will be invited for a written test.

(3) **Senior IT Manager (Network Services)** (at the rank of Assistant Registrar) **in the Computing Services Centre** [Ref. D/152/00]  
**Duties** : Assist the Director of Computing Services (DCS) and the Associate Director of Computing Services (ADCS) in network and data communication infrastructure design and setup, and formulate network strategies and policies with coherent governance processes in line with the University strategic goals; timely consult and/or alert DCS or ADCS on network events, decisions, and plans that may impact the University or its community; manage network projects, and keep abreast of and timely adopt network standards, technologies, and best practice; monitor and manage the security, health, services, and operations of the campus network and data communication (including those offered by or hosted at external sites) as well as the equipment installed there; communicate with stakeholders, users, service partners, and the CityU management on service needs, supervise a team of staff and provide staff development to team members; plan resources and analyse service metrics for innovation and improvement; perform risk assessments, formulate preventive and/or risk mitigation measures, plan for service continuity and recovery; and perform any other assignments. Work outside office hours and shift duties will be required.  
**Requirements** : A good honours degree in IT or related disciplines, with substantial relevant experience. The appointee is expected to demonstrate strong leadership, planning and organizing ability; deliberate prudent decision-making and excellent interpersonal skills so as to nurture a harmonious and effective working relationship with different stakeholders. Other essential qualities include self-motivation, competence in strategic and analytical thinking, ability to work under pressure, and good command of written and spoken English and Chinese. Knowledge and experience should cover areas including the management and support of hardware and software of devices on WLAN, WAN, LAN installed on TCP/IP networks, including IP telephony, as well as corresponding security, monitoring and management tools. Shortlisted candidates will be invited for a written test.

**Salary and Conditions of Service**

Initial appointment will be made on a fixed-term contract. For post (1), remuneration package will be driven by market competitiveness and individual performance. Excellent fringe benefits include gratuity, leave, medical and dental schemes, and relocation assistance (where applicable). For posts (2) & (3), remuneration package will be highly competitive, commensurate with qualifications and experience. Fringe benefits include gratuity, leave, medical and dental schemes, and housing benefits (where applicable).

**Information and Application**

Further information on the posts and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : [hrjob@cityu.edu.hk](mailto:hrjob@cityu.edu.hk)/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>, and include a current curriculum vitae. For post (1), the curriculum vitae should include the following: i) academic and professional qualifications, ii) chronological employment history, iii) teaching record, iv) research/applied work achievements, v) publication list, vi) community and professional service, and vii) three copies of most recent papers or papers that contain most significant work (preferred). Nominations can be sent directly to the Human Resources Office. **The Department accepts applications and nominations on a continuing basis until the positions are filled.** Applicants shortlisted for the post of Assistant Professor will be requested to arrange for at least 3 reference reports sent directly by the referees to the Department, specifying the position applied for. **The closing date is 25 February 2017 for posts (2) & (3).** The University will give full consideration to all applications and nominations, and contact shortlisted applicants only. The University's privacy policy is available on the homepage.

*City University of Hong Kong is an equal opportunity employer and we are committed to the principle of diversity. Personal data provided by applicants will be used for recruitment and other employment-related purposes.*

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*The HKAGE is an independent not-for-profit organisation, partially funded by government, to advocate and provide support services for students, teachers and parents*

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Vacancies for September 2017

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Applicants for posts 1, 2 & 3 must be suitably qualified with a B.Ed. or a degree and PGCE/PGDE, must have experience of teaching Primary aged children and have, or be eligible for Hong Kong Teacher Registration. Knowledge of the National Curriculum (UK) for posts 1 & 3 would be an advantage.

Applicants for post 4 will preferably have experience of working with children, have a good standard of both spoken & written English and be energetic and resourceful in their ability to support teachers & students.

*Applicants for all posts must be eligible to work in Hong Kong.*

Please email your letter of application, stating the post applied for, CV and details of 2 references to **Ms. Sandra Wyatt, Head Teacher** by Friday **March 10th 2017** to [swyatt@kcis.edu.hk](mailto:swyatt@kcis.edu.hk)

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**Joyce Chan**  
English Department Section Head  
Hong Kong Japanese School Secondary Section  
9 Hau Yuen Path, North Point  
[j-chan@hkjs.edu.hk](mailto:j-chan@hkjs.edu.hk)

\* Please note that only those selected for an interview will be contacted.

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<b>Accounting Officer</b>	<b>Performing Arts Assistant</b>

**For more information about these roles, the West Kowloon Cultural District and the Authority, please visit <https://careers.westkowloon.hk/jobsearch>.**

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EDUCATION



Technological and Higher Education Institute of Hong Kong 香港高等教育科技學院

The Technological and Higher Education Institute of Hong Kong (THEi), a member institution of the Vocational Training Council, provides self-financed innovative degree programmes with a strong vocational orientation. All programmes are developed with significant industry input to meet the developing needs of Hong Kong and the region, with a strong focus on industrial attachments and work-integrated learning. The Institute consists of the Faculty of Design and Environment, Faculty of Management and Hospitality, Faculty of Science and Technology, and School of General Education and Languages. THEi admitted its first group of students in September 2012.

In 2016/17, THEi is offering 20 degree programmes through three faculties.  
**Faculty of Design and Environment:** Advertising, Fashion Design, Product Design, Landscape Architecture, Landscape Architecture (2-year professional programme), and Horticulture and Landscape Management, and Surveying (jointly with the Faculty of Science and Technology).  
**Faculty of Management and Hospitality:** Sports and Recreation Management, Culinary Arts and Management, Professional Accounting, Hotel Operations Management, Public Relations and Management, and Retail Management.  
**Faculty of Science and Technology:** Civil Engineering, Environmental Engineering and Management, Building Services Engineering, Health Care, Food Science and Safety, Multimedia Technology and Innovation, and Information and Communications Technology.  
In 2016/17, seven programmes (Fashion Design, Product Design, Landscape Architecture, Horticulture and Landscape Management, Culinary Arts and Management, Civil Engineering, and Environmental Engineering and Management) are in the Government's Student Subsidy Scheme for Designated Professions / Sectors, which provides subsidies to students varying from \$40,000 to \$70,000 per year.  
All the programmes are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications. Most of them are also accredited by the relevant professional bodies.  
A new campus is being built on a site in Chai Wan next door to the Hong Kong Institute of Vocational Education (IVE) campus at Chai Wan. It is scheduled for completion in 2017/18.

<b>Faculty of Design and Environment</b>	
<b>Department of Design</b>	
<b>(1) Teaching Fellow (Advertising)</b>	Ref.: O/THEi-FDE/TF(ADV)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Advertising, Communication Design, Marketing, Public Relations or related fields with good professional standing, and preferably with teaching experience in Design at tertiary level and/or experience in professional practice in the field of Advertising, Visual Communication, Digital Marketing, Public Relations, Event Planning, Photography, Videography and/or Transmedia; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>(2) Teaching Fellow (Fashion Design)</b>	Ref.: O/THEi-FDE/TF(FD)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Fashion Design, Accessories and Footwear Design, Knitwear, Fashion Management, Fashion Branding, Fashion Retailing or related fields with good professional standing, and preferably with teaching experience in Design and Fashion Management or Marketing at tertiary level and/or experience in professional practice in the field of Menswear, Ladieswear, Knitwear, Fashion Accessories, Branding and/or Retailing; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>(3) Teaching Fellow (Product Design)</b>	Ref.: O/THEi-FDE/TF(PD)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Product Design or related fields with good professional standing, and preferably with teaching experience in Product Design or Art and Design History at tertiary level and/or experience in Product Design, Design or Applied Research; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>Department of Environment</b>	
<b>(4) Teaching Fellow (Horticulture and Landscape Management)</b>	Ref.: O/THEi-FDE/TF(HLM)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Horticulture, Landscape Management, Plant Biology, Landscape Architecture or related fields with good professional standing, and preferably with teaching experience at tertiary level; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>(5) Teaching Fellow (Landscape Architecture)</b>	Ref.: O/THEi-FDE/TF(LA)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Landscape Architecture, Architecture, Urban Design, Interior Design, Urban Planning, Engineering or related fields, preferably with professional experience and teaching experience at tertiary level; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>(6) Teaching Fellow (Surveying)</b>	Ref.: O/THEi-FDE/TF(SUR)/02/17
<b>Specialism: Building Surveying, General Practice Surveying, and Planning and Development</b> The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Surveying or related fields and professional experience, preferably with teaching experience at tertiary level; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>Faculty of Management and Hospitality</b>	
<b>Department of Sports and Recreation</b>	
<b>(7) Teaching Fellow (Sports and Recreation Management)</b>	Ref.: O/THEi-FMH/TF(SRM)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. <b>Specialism: Recreation Management</b> The successful candidate should have a master's degree, preferably a doctoral degree, in Recreation, Leisure, or Sport Management, preferably with relevant teaching experience at tertiary level and/or experience in professional practice in the related fields; and high proficiency in English and preferably in Chinese, including Putonghua. The ability to teach the following subjects will be a great advantage: (a) Contemporary Issues in Volunteering Management; (b) Sport Media and Communication; (c) Clubhouse Operations and Management; (d) Park and Pool Management; and (e) Sales and Marketing in Sports and Recreation. The ability and experience in arranging student internships will also be an advantage. <b>Specialism: Sports Therapy</b> The successful candidate should have a master's degree, preferably a doctoral degree, in Physiotherapy, Sports Physiotherapy, Sports Therapy, Kinesiology, Exercise Science, Human Movement, Athletic Training or related disciplines, preferably with relevant teaching experience at tertiary level and/or experience in professional practice in the related disciplines; and high proficiency in English and preferably in Chinese, including Putonghua. He/she should be a physician, registered nurse, registered physiotherapist, or candidate with potential for registration with the Physiotherapists Board of Hong Kong, or sports therapist registered with the Society of Sports Therapists in the UK. The ability to teach subjects in the following areas will be a great advantage: (a) Rehabilitation of Special Populations; (b) Professional Practice & Clinical Leadership in Sports Therapy; (c) Motor Learning; (d) Management of Sports Injury; (e) Principles and Practice of Sports Therapy; (f) Sport Massage; (g) Corrective Strapping and Taping; (h) Manual Therapy; and (i) Pitch-side Emergency Medical Service. The ability and experience in arranging student internships will also be an advantage. <b>Specialism: Sport Coaching</b> The successful candidate should have a master's degree, preferably a doctoral degree, in Sport Coaching, Sport Science, Physical Education, Sport Medicine, Sport Study or related disciplines, preferably with relevant teaching experience at tertiary level and/or experience in professional practice as a coach or sport scientist in individual or team sports; and high proficiency in English and preferably in Chinese, including Putonghua. The ability to teach subjects in the following areas will be a great advantage: (a) Coaching and teaching individual sports; (b) Coaching and teaching team sports; (c) Coaching and teaching outdoor sports; (d) Coaching and teaching water sports; (e) Strength and Conditioning; (f) Sport Psychology; (g) Exercise Physiology; and (h) Exercise Nutrition. The ability and experience in arranging student internships will also be an advantage.	
<b>Department of Business Management</b>	
<b>(8) Teaching Fellow (Professional Accounting)</b>	Ref.: O/THEi-FMH/TF(PA)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Accounting, Finance or related fields, preferably with relevant teaching experience at tertiary level and/or experience in professional practice in the related fields; and high proficiency in English and preferably Chinese, including Putonghua. Preference will be given to candidates with professional accounting affiliations. The ability and experience in arranging student internships will be an advantage.	
<b>Faculty of Science and Technology</b>	
<b>Department of Construction Technology and Engineering</b>	
<b>(9) Teaching Fellow (Building Services Engineering)</b>	Ref.: O/THEi-FST/TF(BSE)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Building Services Engineering or related fields, preferably with experience in building services engineering or related work experience in consulting firms or equivalent, or teaching or tutoring experience at tertiary level for building services engineering or related engineering programmes; good interpersonal and social skills; and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>(10) Teaching Fellow (Surveying)</b>	Ref.: O/THEi-FST/TF(SUR)/02/17
<b>Specialism: Quantity Surveying</b> The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Quantity Surveying or closely aligned subjects, preferably with teaching and tutoring experience at tertiary level and practical experience in quantity surveying including the competence in using BIM and other QS software, and a corporate membership of the Hong Kong Institute of Surveyors. He/she should have good interpersonal and social skills, and high proficiency in English and preferably in Chinese, including Putonghua.	
<b>Department of Food and Health Science</b>	
<b>(11) Teaching Fellow (Food Science and Safety)</b>	Ref.: O/THEi-FST/TF(FSS)/02/17
The appointee shall report to the Dean and engage in teaching and related learning activities, support students in their learning, participate in academic and scholarly activities of the Faculty, and undertake academic and administrative support services. The successful candidate should have a master's degree, preferably a doctoral degree, in Food Science, Food Engineering or related fields. Teaching experience at tertiary level and/or experience in professional practice in the relevant fields would be an advantage. He/she should have good interpersonal and social skills, and high proficiency in English and preferably in Chinese, including Putonghua.	

**Notes to all applicants:**  
(1) For posts (1) to (18), candidates may be appointed on part-time or temporary terms of employment.  
(2) For posts (1) to (18) and (21), the appointees may be required to work irregular hours or shifts and perform duties on Saturdays and Sundays as necessary.  
(3) The remuneration package will be competitive and commensurate with qualifications and experience.  
**APPLICATION**  
(a) Application forms [VTC-1 (Rev. 12/2012)] are available from: (i) G/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong; or (ii) the website: <http://www.vtc.edu.hk/html/en/career.htm>.  
(b) A completed application form, together with an application letter and full curriculum vitae, should be sent to The Registry, Technological and Higher Education Institute of Hong Kong, Room 315, 20A Tsing Yi Road, Tsing Yi Island, N.T., Hong Kong. Please specify on the envelope the reference and specialism of the post.

Closing date for application: 4 March 2017

The Institute reserves the right not to fill the post(s). Personal data collected will be used for recruitment purposes only and will be destroyed within 24 months.

Member of VTC Group



啓思中學  
CREATIVE SECONDARY SCHOOL



We are a modern, internationally-minded school supported by the Education Bureau through the Direct Subsidy Scheme.

**Required for August 2017**

1. Teacher of Liberal Studies
2. Teacher of Design Technology
3. Teacher of English

Closing date for applications 20 Feb 2017. For further details, please refer to our school website [www.css.edu.hk/jobs.htm](http://www.css.edu.hk/jobs.htm). Please send your CV and application letter together with contact details of two professional referees to [jobs@css.edu.hk](mailto:jobs@css.edu.hk).

*(All information will be kept confidential and only for recruitment purpose)*



BRAEMAR HILL NURSERY SCHOOL  
寶山幼兒園

**Native English Speaking Teacher**

We are looking for experienced and enthusiastic native English speaking teachers to join our long established Christian kindergarten and nursery school for the academic year 2017-2018.

**Essential requirements:**

- Recognized ECE qualifications e.g. Bachelor's Degree, Postgraduate Diploma or higher.
- Native English speaker;
- Minimum 4 years' work experience in an early childhood setting.
- Be team orientated, have a positive attitude and a natural love of children.

We offer a friendly and supportive working environment with gratuity and salary commensurate to qualifications and experience.  
For more information about BHNS please visit [www.bhns.edu.hk](http://www.bhns.edu.hk).  
Interested parties should send their C.V. with covering letter to our Human Resources Department at [hr@bhns.edu.hk](mailto:hr@bhns.edu.hk).

*(Personal data collected will be used for recruitment only.)*



Classified Post

**English Teacher (NET)**

We are now recruiting full-time teachers to teach English at kindergarten and primary-school levels at learning centres in Harbin and Shenzhen, China. We offer:

- Competitive salary
- 5.5 day work week
- Medical benefit
- Housing
- Yearly flight back to the teacher's home country

Work visa and flights from Hong Kong to Harbin are also provided\*

For more informational please contract Mandy  
TEL: 2833-6728 or EMAIL: [mandy@modernenglish.com.hk](mailto:mandy@modernenglish.com.hk)



We currently require:  
**1) Teaching Manager**  
**2) FT Native English Teacher**  
• Positions commencing in Feb/Mar  
• Excellent salary with retirement benefit & contract gratuity. (1-year contract)  
**3) Feb/Mar Cover Teachers**  
• Temp. positions for hol/sickness cover.  
• Various hours/days avail.  
*Interested parties should email their C.V. with covering letter to:*  
[teach@english-excel.com](mailto:teach@english-excel.com).

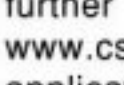


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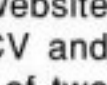
**Native English Teacher (Full-Time)**

For **Guideposts Kindergarten** at Tin Shui Wai (full-day) Related Qualification, Experience.

Interest parties, please fax resume and expected salary to **2370 2668** & Email: [meifoo1@guideposts.edu.hk](mailto:meifoo1@guideposts.edu.hk)  
Data collected will be used for recruitment purpose only.



啓思中學  
CREATIVE SECONDARY SCHOOL





An integral part of its Management Trainee recruitment process, TEAMS Day enables Hang Lung Properties Limited to identify talent with the skills and characteristics vital for operating a diverse portfolio of investment properties in Hong Kong and mainland China.



Over 200 applicants took part in this year's TEAMS Day in the hope of making it on to Hang Lung's Management Trainee programme.

# Hang Lung's TEAMS Day brings out candidates' cooperative spirit

An explosion of confetti and cheers from over 200 participants kicked off TEAMS Day 2017 – an innovative part of Hang Lung Properties Limited's Management Trainee recruitment program.

In its fourth year, TEAMS Day is a unique recruitment exercise in which candidates form teams to complete a series of challenging tasks that take them to shopping malls and other properties around the city owned and managed by Hang Lung. Each team is accompanied by a team pilot, some of them are graduated Management Trainees, who are responsible to help assess the performance of individual candidates in additional to ensuring the smooth operations of the various tasks.

While the TEAMS Day's spirit of collaboration and creativity has remained the same since the beginning, the event features new elements every year. According to Bella Chhoa, Assistant Director (Corporate Affairs) at Hang Lung, the organizing team, which consists of former TEAMS Day participants, are the ones to thank for all the creative ideas. "For instance, this year we have a task featuring augmented reality (AR)," she says. "Other new elements focus on our marketing and sustainability efforts. Through this recruitment exercise, we aim to show candidates how our marketing and corporate sustainability initiatives are progressing."

Out of around 1,700 applicants, over 200 were selected to join the event, which combines competition and teamwork. "For effective collaboration, it is imperative that team members can identify one another's strengths before assigning specific tasks to individual members," Chhoa said, adding that the event generates remarkable team spirit. "It is amazing to see many of them already posing for selfies together, even though they only met for the first time one hour ago."

Janet Poon, Head of Human Resources at Hang Lung, said the company incorporated information of Hang Lung's past and current marketing campaigns in one of the tasks. "It helps them understand that we always aim to have a 'wow!' effect in each campaign," Poon said. "Competing teams are asked to develop a marketing campaign, after which senior marketing managers from Hang Lung are invited to comment on each team's marketing plan. It's undoubtedly a great learning experience."

Participants were also briefed on Hang Lung's ongoing sustainability efforts, through completing various missions, for the event's segment on sustainability. Tying this to Hang Lung's pursuit of customer services excellence, the sustainability team created "Emily" – a fictional character who embodies and personifies the unique features of Hang Lung's corporate sustainability efforts.

Chhoa explained that Emily is derived from Hang Lung's "Emerald Award" which nurtures and recognises outstanding frontline staff who provide excellent customer service. "We incorporated Emily into TEAMS Day to showcase our commitment to customer services and to demonstrate our creativity when designing activities for the event. We expect our colleagues to also think outside the box in the workplace."

Current Hang Lung Management Trainees Wendy Chow and Marc Yip explained that as participants in last year's TEAMS Day, they could see that substantial resources were invested in the event and that it was clearly no ordinary recruitment exercise. "The most memorable session last year was scanning QR codes to answer questions on sustainability," said Chow, who graduated from the Integrated Business Administration programme at The Chinese University of Hong Kong and is now part of Hang Lung's Leasing and Management department. "As there were hundreds of codes, all team members were assigned specific tasks to tackle the challenge. We had fun and built some great team spirit."

Yip, who graduated from Imperial College London, England with a Biomedical Engineering degree, now works in Hang Lung's Central Marketing department, was similarly inspired by the spirit of last year's event. "We learned about collaboration because each task required a meticulous division of labour to complete," he said. "As the teams needed to come up with solutions to accomplish the tasks efficiently,

we carefully analysed the strengths of individual members before assigning specific duties. The event allowed us to hone our interpersonal, negotiation and analytical skills."

At work, both Chow and Yip have experienced the team spirit embraced by Hang Lung's corporate culture. For example, Chow explained, as part of the company's staff communication project, the newest trainees brainstormed innovative ideas to engage and build mutual understanding among employees on all levels. "The emphasis is on team effort. It's a great learning experience where we can exchange our ideas freely."

As a result of the brainstorming, Yip added, an innovative idea involving dialogue cards was developed for the programme. "The objective of the cards is to help new employees settle in quickly. Pinned on notice boards around the office, the cards feature brief bios and photos of new hires. It familiarizes current colleagues with new joiners, and made it easier for them to strike up a conversation."

Around 50 percent of this year's TEAMS Day participants will be selected for the next round of assessment, which tests their communication skills and ability to think logically and analytically. "During panel-interview sections, we ask unconventional questions to assess candidates' abilities to think on their feet and develop good solutions quickly," Poon said. "This is important as they will always come across unexpected situations in the workplace in the future."

Some of those who participated in the very first TEAMS Day four years ago have already made huge advancements in the corporate career ladder, and Chhoa said that the event has succeeded in recruiting many talented individuals with diverse attributes and skills. "It is great to see the amazing chemistry arising from collaboration between talented colleagues. Their creative sparks always results in innovative solutions."

She added that the competencies demonstrated by participants on TEAMS Day are put to good use in their daily work. "Property management goes beyond simply



Bella Chhoa (left), Assistant Director (Corporate Affairs) and Janet Poon (right), Head of Human Resources, provided on-site encouragement.



Applicants worked together in teams to tackle a range of challenges.

maintaining good relationships between tenants and landlords. Our managers should motivate themselves with creativity, curiosity and inquisitiveness to develop excellent solutions. For Management Trainees, experiencing our corporate culture of open-mindedness helps a lot in developing this way of thinking. Through the open exchange of different ideas, teams will always come up with solutions agreed upon by the entire team. Then they all make a concerted effort to achieve the shared goals."



'Emily' embodies and personifies the unique features of Hang Lung's corporate sustainability efforts

## EDUCATION



Commencing August 2017

Senior School

Head of English Faculty  
Language Teacher (German)  
PE Teacher  
Physics Teacher

Preparatory School

Phase Leader (class-based)  
Class Teacher

Full details and application procedure  
can be found on our website:  
[www.kellettschool.com](http://www.kellettschool.com) (Working at Kellett)

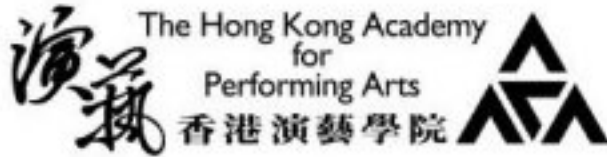
Applicants are required to complete the  
Teacher Application form  
available on our website

Closing Date: 27 February 2017

Interviews  
Hong Kong: 15 – 17 March 2017  
London: 20 – 24 March 2017

Applicants, who have not been contacted by 31 March 2017, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the Association for their interest

Kellett School is committed to safeguarding and promoting the welfare of children and young people  
Personal data will be used for recruitment purposes only  
Kellett School is an Equal Opportunities Employer



(1) CAMPUS OFFICER (FACILITY MANAGEMENT)

Ref: CamO(FM)

The postholder will assist the Campus Manager (Facility Management) to handle Facilities Management Functions and Building Improvement, Repair and Maintenance including statutory compliance of Buildings and Facilities; Supporting services planning and implementation; daily operation & maintenance; refurbishment / renovation and alteration works; preparation of tender drawings and tender documents; and supervision of contractors and related administration matters.

Applicants should have:

- (a) a recognized degree in Surveying / Building Studies / Facilities Management, or equivalent;
- (b) at least 4 years' experience in facility management, campus operation, building repair and maintenance, improvement, refurbishment / renovation, and alteration of various building works;
- (c) multiple-skills and knowledge in Facility Management, Building Maintenance and relevant statutory requirements;
- (d) high level of computer literacy, relevant skills and experience on AutoCAD drawing will be a definite asset; and
- (e) proficiency in spoken and written English and Chinese.

(2) SUPERVISOR (PROJECTS)

Ref: Sp(PJ)

The postholder is responsible to the Campus Manager (Projects). He/She will provide support to the Campus Development and Sustainability Department in all aspects of building supervision, coordination, inspection works on site and administration of contractors.

Applicants should have:

- (a) a Diploma / Higher Certificate in Building Studies or relevant disciplines, or equivalent qualifications;
- (b) at least 6 years' relevant post-qualification experience in construction works;
- (c) relevant skills and experience on AutoCAD drawing would be preferred;
- (d) proficiency in spoken and written English and Chinese.

Applicants with a Diploma / Higher Certificate in relevant disciplines from the Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent, plus at least 3 years' of relevant post-qualification experience in construction works may also be considered for the position of Assistant Supervisor (Projects).

TERMS OF APPOINTMENT

For post (1): Appointment will be on a 2-year contract, further appointment will depend on availability of funding at the time. A gratuity payment equal up to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract.

For post (2): Appointment will be made on a 2-year contract, with possibility of renewal, subject to mutual agreement. A gratuity payment equal up to 10% of basic salary earned during the contract period will be payable upon satisfactory completion of contract.

Fringe benefits include leave, medical and dental benefits. Starting salary will be commensurate with qualifications and experience.

APPLICATIONS

Please apply in writing with full résumé, salary and copies of academic qualifications. Applications with reference code clearly marked on the envelope should be sent to the Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong, or email ([personnel@hkapa.edu](mailto:personnel@hkapa.edu)), or fax to 2584 8953 on or before 24 February 2017.

Personal data collected will be used for recruitment-related purposes only.



SCHOOL OF CONTINUING EDUCATION

The School of Continuing Education, one of the seven Faculties/Schools of the University and a major provider of continuing and professional education in Hong Kong, offers a wide range of full- and part-time programmes at the post-secondary, undergraduate and postgraduate levels for young learners and working adults. It also offers in-house training and short courses to meet the community needs and market demands. Operated on a self-financed basis, the School and its College of International Education currently employ about 460 full-time staff and 620 part-time instructors. The School is inviting applications for the following positions:

1. Head of Continuing and Professional Education (CPE) (PR231/16-17)

As a senior member of the School, the Head of CPE will work with other Division Heads/Associate Heads to assist the Dean in the strategic planning and development of the CPE Division which consists of three major programme areas: (i) Part-time Continuing Studies and Training, (ii) Full-time College Foundation Studies and (iii) Full-time Higher Diploma and International Programmes. In addition to teaching, he/she will supervise a team of teaching and administrative staff and provide leadership for the planning, development, implementation and quality assurance of programmes in various disciplines.

Applicants should possess a higher degree, preferably a doctoral degree in a relevant academic discipline, plus at least eight years of work experience in continuing and professional education and/or higher education settings. Excellent command of written and spoken Chinese and English, as well as proven organisational and managerial abilities are essential.

2. Head of Registry and IT Services (RITS) (PR232/16-17)

Reporting to the Dean of School of Continuing Education, the Head of RITS is a senior member who is responsible for the development of the RITS Division to meet the mission and vision of the School. He/She will oversee matters related to (i) student registration and records such as creating and maintaining databases, system development and testing; (ii) academic affairs, supports and examination in relation to student assessment mechanisms and teaching evaluation exercises, etc.; (iii) academic policies, regulations and procedures; and (iv) curriculum development and quality assurance including accreditation exercises, institutional audits/review by external parties, etc. The Head of RITS is also responsible for information technology services, design and production matters in the School.

Applicants should possess a higher degree, preferably a doctoral degree in a relevant academic discipline, plus at least eight years of work experience in continuing and professional education and/or higher education settings. They should be able to demonstrate excellent leadership, proven organisational and supervisory abilities, and be familiar with the trends and development in continuing and professional education. Candidates with substantial experience in academic quality assurance will be highly desirable. Excellent command of written and spoken Chinese and English is essential.

For both posts, initial appointment will be made on a fixed-term contract of three years. Re-appointment thereafter is subject to mutual agreement and availability of funding. Reference salary range is HK\$60,000 to HK\$84,000. A competitive remuneration package and higher rank of appointment will be considered for those with outstanding calibre.

Rank and salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to write in response to the requirements and fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. Completed application form should be sent to the same address. Please quote PR number on all correspondence. Applicants are requested to send in their most recent teaching evaluation results. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will not be returned after the completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

Closing date: 25 February 2017

**Parkview International Pre-School, Hong Kong**

PIPS is seeking an inspired, creative, skilled specialist music teacher, with experience or a strong interest in working through inquiry with young children and continuing and developing the well established PYP music curriculum at our Parkview campus.

**Early Years Music Teacher (Full or Part time)**

To start in August 2017, at our Hong Kong, Parkview campus.

Essential requirements for candidates:

- An early years qualification (PGDE (EY), B.Ed. (EY) or C.E. required)
- Music qualifications
- English mother tongue
- 2 years teaching experience in an Early Years setting preferred

Terms and conditions are commensurate with other leading kindergartens in Hong Kong. Please send completed C.V., including 3 professional references, one of which should be your current principal, and a letter of application to [mscarborough@pips.edu.hk](mailto:mscarborough@pips.edu.hk). School website : [www.pips.edu.hk](http://www.pips.edu.hk)



EDUCATION



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

The University

Founded in 1956, the Hong Kong Baptist University (HKBU) has been providing holistic and creativity-inspiring education. The University is highly reputed for its commitment to the humanities and art, and excellence at the cutting-edge of the sciences. HKBU seeks to become the region's premier research-led liberal arts university, delivering academic excellence, innovation and social impact.

The University offers robust and diverse undergraduate, research postgraduate and taught postgraduate curricula in the Faculty of Arts, Faculty of Science, Faculty of Social Sciences, School of Business, School of Communication, School of Chinese Medicine, and Academy of Visual Arts. Students also enjoy a comprehensive international learning programme to broaden their horizons and global outlook.

School of Communication

The School of Communication of Hong Kong Baptist University is the largest and one of the most prestigious schools of its kind in the Asia-Pacific region. Through its Department of Communication Studies, Department of Journalism and Academy of Film, it offers 20 different programmes at undergraduate, taught postgraduate (MA, MFA) and postgraduate (MPhil, PhD) levels to over 2,000 students. Faculty members work in a dynamic, interdisciplinary academic environment that entails collaboration across multiple fields of communication, journalism and film studies. The School now invites scholars with outstanding research records to fill the following positions:

Academy of Film

1. Professor / Associate Professor / Assistant Professor (PR240/16-17T)

Applicants should have a PhD degree in relevant fields and a strong track record in teaching, research and grants application. Candidates are expected to have expertise in film history, Asian cinemas, current issues in film and entertainment industries, visual/critical/cultural studies in film and new media communication. For Assistant Professorship and Associate Professorship, candidates are also expected to have expertise in one or two of the following: documentary, film music and sound design, experimental filmmaking and production design.

Applicants should demonstrate potential for academic leadership in teaching and research development, preferably with experience in curriculum design and postgraduate supervision. The ideal candidate should have strong research ability with a diversified profile in order to significantly contribute to the Academy.

*Applicants for Professorship with relevant academic and administrative exposure may also be considered for the concurrent appointment as the Director of Academy of Film.*

Department of Communication Studies

2. Associate Professor / Assistant Professor (PR241/16-17T)

The successful candidate is expected to teach courses in advertising and communication. He/She should have relevant expertise in at least two of the following areas: (i) principles and methods of advertising, (ii) strategic and management communication, (iii) luxury and services branding, and (iv) health communication. Familiarity with Chinese culture is a plus.

We seek an empirical scholar who has a strong publication record in advertising and communication. Priority will be given to candidates with demonstrated teaching excellence and a record of competitive research grants, in addition to research excellence. The successful candidate must have a PhD degree in communication or a relevant field (e.g. marketing, psychology).

Department of Journalism

3. Associate Professor / Assistant Professor (PR242/16-17T)

The appointee will be affiliated to the Chinese journalism concentration of the Department. Applicants should possess a PhD degree in journalism, communication or a relevant field. They should demonstrate strong research ability and have a research focus on journalism and social media.

Applicants with professional experience in journalism will have a definite advantage. They should also have excellent communication skills and high proficiency in English. The appointee is expected to fulfill various administrative duties within the Department in regard to curriculum design, programme development, practicum and honours projects supervision, internship arrangement and student affairs liaison.

These are tenure-track positions and initial appointment will be made on a fixed-term contract of two to three years commencing September 2017. Re-appointment thereafter is subject to mutual agreement and availability of funding.


*Rank and salary will be commensurate with qualifications and experience.*

Application Procedure:

Applicants are invited to write in response to the requirements and provide an updated curriculum vitae and/or fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. Completed application form should be sent to the same address. Please quote **PR** number on all correspondence. Applicants are requested to send in samples of publications/creative works, preferably three best ones out of their most recent publications and latest teaching evaluation results. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will not be returned after the completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

Closing Date: 11 March 2017



香港大學

THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Department of Geography

1. (A) Tenure-Track Assistant Professor in Physical Geography (Ref.: 201700120)

(B) Tenure-Track Assistant Professor in Transport Geography (Ref.: 201700121)

(C) Tenure-Track Assistant Professor in Urban Planning (Ref.: 201700122) (to commence on July 1, 2017 or as soon as possible thereafter, on a three-year fixed-term basis, with the possibility of renewal and with consideration for tenure before the expiry of a second three-year fixed-term contract)

**For post (A),** applicants must have a Ph.D. degree in Physical Geography with specialization in one or more of the related sub-fields. **For post (B),** applicants must have a Ph.D. degree in Transport Geography with specialization in one or more of the following sub-fields: Retailing and Service Industry; Health and Disease; Urban Environmental Quality; Social Justice; or other areas related to Human Geography. **For post (C),** applicants must have a Ph.D. degree in Urban Planning with specialization in one or more of the following sub-fields: Retailing and Service Industry; Health and Disease; Urban Environmental Quality; Social Justice; or other areas related to Human Geography. **For all posts,** they should also have a strong track record in reputable research grants and publications. Relevant tertiary teaching experience is desirable. The appointees are expected to teach at the undergraduate and postgraduate levels, supervise research students, conduct research in the related fields, and assist in administration. Information about the Department can be obtained at <http://geog.hku.hk>.

Applicants should send a completed application form together with an up-to-date C.V. containing complete records of grants, publications and teaching experience; a research plan for the next three years; a statement on teaching philosophy; and outlines of three proposed undergraduate courses to [geogjobs@hku.hk](mailto:geogjobs@hku.hk). They should also arrange for submission, to the same e-mail address as stated above, three reference letters preferably from senior academics, at least one of whom should be asked to comment on the applicant's ability in teaching and research. **Closes April 22, 2017.**

University Libraries

2. Head, Administrative Services (at the rank of Assistant Librarian I)/ Administrative Services Manager (at the rank of Administrative Assistant I) (Ref.: 201700116) (to commence in May 2017, on a two-year fixed-term basis, with the possibility of renewal)

Applicants should have (i) EITHER a good university degree in business administration or related disciplines and a recognized professional qualification in library and information science (e.g. MLS or equivalent), with at least 5 years' post-qualification experience in academic libraries or institutions; OR a master's degree in a relevant area of business administration plus at least 5 years' post-qualification experience in large organizations; OR a good university degree in business administration or related disciplines with at least 8 years' post-qualification experience in large organizations; (ii) agile and positive personality with strong written and oral communication skills in English and Chinese as well as excellent interpersonal skills; (iii) solid administrative experience with good knowledge of financial, human and facility management; (iv) demonstrated leadership for clerical, executive and preferably technical staff; (v) task and client-oriented with proven skills to solve non-routine problems; (vi) highly competent and independent to handle complex or ambiguous issues; and (vii) excellent attention to details especially on matters with policy or legal implication. Candidates without a recognized professional qualification in library and information science will be considered for appointment at the rank of Administrative Assistant I. Information about the post can be obtained at <http://lib.hku.hk/employment/ASHead-Mgr/170203.html>. Applicants should send a completed application form, together with an up-to-date C.V. to [libjobsr@hku.hk](mailto:libjobsr@hku.hk). **Closes February 25, 2017.**

Information Technology Services

3. IT Officer (Ref.: 201700140) (to commence as soon as possible, on a one-year temporary basis, with the possibility of renewal)


Applicants should have a Bachelor's degree in Computer Science, Computer Engineering, Information Technology or a related discipline; a good command of written and spoken English; and good communication, presentation, analytical and problem-solving skills. They should have post-qualification experience in IT services such as IT system design and development of business applications using Oracle Database, Java Servlet, JavaScript and HTML5/CSS3. Those with knowledge of PL/SQL and Unix are preferred. The appointee will be responsible for user requirement analysis; software development; support and maintenance of quality IT services for research administration and financial related applications; and liaising with the administrative offices in the University. Applicants should send a completed application form together with an up-to-date C.V. to [itsjobs@hku.hk](mailto:itsjobs@hku.hk). **Closes February 24, 2017.**

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointments on fixed terms will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 15% of basic salary for posts (1) to (2). For posts (1), housing benefits will be provided as applicable.

The University places great emphasis on developing staff potential, and has in place a variety of development opportunities and assistance for staff at different stages of their career.

For posts (1) to (2), application forms (341/1111) can be downloaded at <http://www.hku.hk/apptunit/form-ext.doc>, and for post (3), application forms (345/1111) can be downloaded at <http://www.hku.hk/apptunit/r-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. Please indicate clearly in the form and the subject of the e-mail the post applied for, as well as the field and level (if applicable), and the reference number. The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.

The University is an equal opportunities employer and is committed to equality, ethics, inclusivity, diversity and transparency



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

Registry Registrar (Ref. 16000218)

Founded in 1963, The Chinese University of Hong Kong (<http://www.cuhk.edu.hk>) is a forward-looking and intellectually vigorous university with the mission to be a first-class comprehensive research university, regionally and internationally. The University is fully committed to excellence in teaching, research, knowledge transfer and community service in a comprehensive range of disciplines, thereby serving the needs and enhancing the well-being of the citizens of Hong Kong, China as a whole, and the wider world community. The University values greatly its College system and the culture preserved and promoted by the University and its Constituent Colleges. Bilingualism is adopted in teaching, research and administration.

The role of the Registrar

The Registrar, as one of the officers of the University, appointed by the Council, is a statutory position with responsibilities particularly for custody of student records and servicing the Senate. The role of the Registrar is threefold. As a member of senior management, the Registrar supports the Vice-Chancellor on all aspects of academic strategies, policies, regulations, development and planning of the University, as well as the educational quality and standard of all its programmes, and the student experience. S/he also serves as the University's representative and interacts with external agencies on academic, quality, student information and related matters.

As head of the Registry, s/he provides dynamic leadership, line management, performance and staff development responsibilities for an establishment of about 80 staff members. The Registry, with an annual budget of nearly HK\$45 million, consists of two functional sections which oversee academic services, administration of academic programmes, quality assurance, student administration, registration and records, timetabling, classroom management, assessment and systems development.

As secretary of the Senate, the Registrar is responsible for the provision of high quality, professional, proactive advice and committee servicing for the Senate, Senate committees, Boards of the Faculties and other academic committees. S/he is also responsible for the effective communication of the University's academic strategies and policies to ensure that they are properly implemented with the support of relevant stakeholders.

The Person required

Applicants should have a first degree, and preferably also a higher degree. They should have extensive leadership and management experiences in a complex organization, and relevant experiences in the public sector and particularly higher/post-secondary education institutions will be a distinct advantage. They should have a demonstrable track record in thinking/operating at a strategic level, identifying critical success factors, delivering change/solutions, motivating professional staff to work as teams and individually, managing performance, influencing decision-makers, providing customer-centred services, and implementing/developing IT systems. Applicants are expected to be persons of integrity and resilience, committed to the University's mission, vision, values, objectives and strategy, with excellent interpersonal, organizational, analytical, problem-solving and communication (bilingual both verbal and written) skills.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement.

Deadline

Review of applications will commence on 20 February 2017, until the post is filled.

Application Procedure

The University only accepts and considers applications submitted online for the post above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.

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Classified Post



The Hong Kong Academy for Performing Arts

香港演藝學院



HEAD OF STRATEGIC PLANNING AND INSTITUTIONAL RESEARCH UNIT

In a city renowned for its international outlook and connections, the Hong Kong Academy for Performing Arts, established by Government Ordinance in 1984, plays a unique and influential role in developing future generations of performing artists. The Academy's six Schools, Dance, Drama, Film and Television, Music and Theatre & Entertainment Arts, and Chinese Opera, make the Academy a vibrant centre of practice, teaching and practice-based research. Its outstanding reputation is reinforced by the quality of its performers and its partnerships with other centres of excellence locally, regionally and internationally. With international residencies, visiting artists and alumni, which include some of the most respected professionals in their disciplines, the Academy is committed to the training of future world-class performers.

For further details about the Academy, please visit its website at [www.hkapa.edu](http://www.hkapa.edu).

The Strategic Planning and Institutional Research Unit will provide timely management information to the Academy for its strategic planning and managerial decision-making which will drive the implementation of its strategic initiatives. Within the unique creative environment of the Academy, the Head of the Strategic Planning and Institutional Research Unit will report to the Academy Director and lead the Unit in maintaining the currency of the Academy's strategic plan and measuring and assessing its development across all areas of the Academy. This will require administering surveys and the collection of relevant data, undertaking qualitative and quantitative research and related analysis, and producing reports to support the work of senior management in the development and implementation of the Academy's Strategic Plan.

The responsibilities and duties are:

General:

- To support the Academy Director and other senior managers in the implementation and ongoing development of the Academy's strategic plan and key strategic initiatives;
- To manage and keep current all strategic planning documents;
- To manage the Academy's annual planning retreat;
- To ensure Academy managers are kept informed of major developments in the sector and how these developments relate to, and may impact on the work of the Academy;
- To benchmark best practice across the sector in regards to strategic planning.

Data Management, Analysis and Reporting:

- To undertake qualitative and quantitative research and related analysis to support the Council and senior management in their planning and evidence-based decision making;
- To establish an on-line data warehouse that can be accessed by Academy managers;
- To ensure updated data and reports are available within the Academy;
- To do presentations for senior management and other stakeholder groups as required.

Key Requirements

- A higher degree in a relevant field with previous experience in strategic planning, data management and analysis;
- High level communication and interpersonal skills with demonstrable ability to work collaboratively with a diverse range of staff, and to engage effectively with senior-level managers;
- Excellent written and oral communication skills, including Chinese and English;
- Demonstrable experience in project management and in the timely delivery of project outcomes;
- Previous experience in a tertiary institution or relevant knowledge of trends and best practice in higher education is highly desirable.

APPOINTMENTS

Appointment will be made on a two-year contract, further appointment will depend on availability of funding at the time. A gratuity payment equal up to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include leave, medical and dental benefits. Housing subsidy will be provided to the eligible appointee. Starting salary will be commensurate with qualifications and experience. Closing date for application is **6 March 2017**. Interested parties should forward their detailed résumé to:


Asianet

Mr Peter Liu

Senior Managing Director, Asianet Consultants

Email: [apa.spir@asianetconsultants.com](mailto:apa.spir@asianetconsultants.com) Tel: (852) 2530-0137

*Personal data collected will be used for recruitment-related purposes only. The Academy reserves the right to make appointment by nomination or invitation.*



Parkview International Pre-School (Kowloon)

PIPS Kowloon became an authorised IB World School in May 2016.

We are seeking an inspired, creative, skilled and experienced practitioner to join our Kowloon team in August 2017 to take on the challenge of leading and developing the PYP programme and practices. This is a rare leadership opportunity in Hong Kong and would suit someone with a passionate interest in curriculum and a deep commitment to the PYP.

PYP Coordinator

Candidates should have at least 3 years experience of teaching the PYP in the classroom. Evidence of having taken on previous roles of responsibility or leadership would be advantageous.

Essential requirements for candidates:


- An early years qualification (PGDE (EY), B.Ed. (EY) or C.E. required)
- English mother tongue
- Proven ability to inspire and lead teams and complete projects


Terms and conditions are commensurate with other leading kindergartens in Hong Kong.

Please send completed C.V., including 3 professional references, one of which should be the current principal, and a letter of application to [mscarborough@pips.edu.hk](mailto:mscarborough@pips.edu.hk). Closing date 24th February 2017.

School website : [www.pips.edu.hk](http://www.pips.edu.hk)

PIPS is committed to safeguarding the welfare of our children





Parkview International Pre-School (Hong Kong)

School/Admissions Secretary

to begin as soon as possible

PIPS Parkview campus is seeking a Secretary to handle admissions and manage enrolment to the kindergarten and other school administrative tasks.

The successful candidate will be able to offer the following:-

- Excellent organisational skills
- Proficiency in English and Chinese
- Good computer skills
- Friendly and welcoming personality
- Previous experience of working in a similar role in a school will be advantageous.

Terms and conditions are commensurate with other leading kindergartens in Hong Kong

Please send completed C.V., including 3 professional references, and a letter of application to [mscarborough@pips.edu.hk](mailto:mscarborough@pips.edu.hk). School website : [www.pips.edu.hk](http://www.pips.edu.hk)



EDUCATION

### Recruitment of Native-speaking English Teachers (NETs) for Primary and Secondary Schools in Hong Kong

The Education Bureau (EDB) cordially invites you to apply for the NET positions in public-sector primary and secondary schools in Hong Kong.

NETs are required to teach English as a second language to Hong Kong students and assist in teacher and curriculum development in public-sector primary schools (for students aged between 6 and 12), secondary schools (for students aged between 12 and 18) and schools for students with Special Educational Needs (SEN).

**QUALIFICATIONS FOR APPOINTMENT**  
Applicants should be native-speakers of English or possess native-speaker English competence and they have to fulfill the qualification requirements under the NET Scheme. For more information and download of application forms, please visit the following webpages:

**(A) For primary school NETs :** <http://www.edb.gov.hk/pnet>  
**(B) For secondary school NETs :** <http://www.edb.gov.hk/snet>

**TERMS AND CONDITIONS OF APPOINTMENT**

- The appointment will be on a two-year contract basis, normally from 16 August 2017 to 15 August 2019, subject to renewal after expiry.
- Remuneration package:
  - i. Salary from HK\$26,700 - HK\$54,230 per month (primary)
  - ii. Salary from HK\$28,040 – HK\$65,150 per month (secondary)
  - iii. End of contract gratuity for satisfactory performance and conduct
  - iv. Cash retention incentive for satisfactory completion of continuous service from third year onwards
  - v. Passage, baggage, medical allowances and a special allowance of HK\$20,989 per month are provided for appointees whose normal place of residence is established as outside Hong Kong and if he/she or his/her spouse is not receiving any similar benefits.
- The salary and the terms and conditions of service to be offered are subject to the candidate’s qualifications and post-qualification teaching experience and the prevailing conditions at the time the offer of appointment is made.

**DETAILS**  
For details about the NET Scheme including the terms and conditions of appointment, please visit the following webpage: <http://www.edb.gov.hk/net>

**APPLICATION**  
Applicants should send in the completed standard application form by post, by fax or in person to the following address not later than **17 February 2017**. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post. A separate application form should be submitted for each position if applying for both the primary and secondary school NET positions.

NET Administration Team  
Room 1110, 11/F Wu Chung House  
213 Queen’s Road East  
Wan Chai, Hong Kong  
Fax No: (852) 2123 1239  
Tel No: (852) 2892 6498 or (852) 3540 6933  
Email: [netrecruit@edb.gov.hk](mailto:netrecruit@edb.gov.hk)

GENERAL

**COMPANION GROUP**  
Interior Design team in TST invites high caliber candidate

### ART DIRECTOR

- Diploma in Graphic Design or equivalent
- 4-5 years working experience in design house or advertising
- Cultural design concept to cope with the Group business
- Creative • independent • responsible • well organized
- \* Those with lower qualification will be considered as "ASST. ART DIRECTOR" OR "SENIOR GRAPHIC DESIGNER".

Interested parties, please send full resume, date available and expected salary to e-mail: [design@1926sh.com](mailto:design@1926sh.com)  
All personal data collected will be used for recruitment purpose only.

### REGISTERED PROFESSIONAL NURSE

The **U.S. Consulate General** is looking for a high-caliber individual with strong English skills to join our Health Unit.

For more information and to apply, visit our website:  
[http://hongkong.usconsulate.gov/job\\_announcements.html](http://hongkong.usconsulate.gov/job_announcements.html)

**Excellent benefits** include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **February 17, 2017**.

The U.S. Mission in Hong Kong is an Equal Opportunity Employer, and we encourage qualified women and members of minority communities to apply.



## PLANNING YOUR 2017 TRAINING BUDGET?



Training and growing your talent is more important than ever in these challenging business times, so make sure you get 2017 off to an energetic and productive start with CP Learning. We offer a full portfolio of training services facilitated by a range of industry experts and thought leaders, including executive media training, team building exercises and assessment programmes.

**Contact us to learn more**

T: 852-2680 8333  
852-2680 8326

E: [cplearning@scmp.com](mailto:cplearning@scmp.com)

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*Make every day matter*



### The University is looking for a dynamic and highly competent professional to assist the Director of Human Resources overseeing the operations of human resource services

## Associate Director of Human Resources (Operations)

(Ref. 17020801-IE)

The Human Resources Office (HRO) is responsible for the provision of professional human resource services and solutions as well as driving positive changes to contribute to the advancement of the University. HRO endeavours to provide its professional service to every member of the University community and treasures the essential values underpinning the Vision and Mission of the Office - **Professionalism, Equity, Opportunities, Partnership, Leadership and Entrepreneurship**.


The appointee will be required to (a) assume the responsibility in overseeing the functions and duties of the five Operation Divisions (with a staff size of around 70) as well as the Information System and Administration Division of the Office; (b) formulate arrangements and guidelines for implementation of the University’s human resource strategies, policies, systems and procedures; (c) ensure professional and quality human resource services delivery of the Office; (d) oversee project management, quality assurance and implementation of the Enterprise System Project; (e) contribute to the continuous improvements of the operations of the Office; (f) provide strategic inputs to overall people agenda of the University in alignment with its strategic goals and mission; and (g) provide administrative/secretarial support to committees of the University.

Applicants should have (a) a recognised degree; (b) extensive and solid managerial/specialist experience in human resource management, administration or other relevant fields (normally not less than ten years), preferably gained from large and sizeable organizations; (c) proven and successful records in managing sizeable operations of human resource services as well as implementing changes with significant impact; (d) great adaptability and a strong sense of ownership in driving various HR initiatives; (e) strong leadership skills, with the courage and creativity to come up with new ideas in pursuit of continuous improvements; (f) a track record in managing complex and large-scale projects; (g) critical thinking, analytical, communication and interpersonal skills; with the ability to engage stakeholders at all levels; (h) the ability to effectively lead, manage, develop and motivate staff and to team with peers; (i) an excellent command of both written and spoken English and Chinese. Fluency in Putonghua is an advantage; and (j) good computer skills, including MS Word, Excel, PowerPoint, etc. Shortlisted candidates may be invited to sit for a written language proficiency test.

**Remuneration and Conditions of Service**  
A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

**Application**  
Please submit application form via email to [hrd.office@polyu.edu.hk](mailto:hrd.office@polyu.edu.hk); by fax at (852) 2764 3374; in person to the **Director of Human Resources, Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong; or by mail to the above address under confidential cover, quoting the position being applied for and the reference number**. If you would like to provide separate curriculum vitae, please still complete the application form which will help speed up the recruitment process. Application forms can be obtained via the above channels or downloaded from [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/forms.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php). **Recruitment will continue until the position is filled. Initial consideration of applications will commence on 27 February 2017.** The information collected will be used for consideration of the application and for purposes relating to appointment. The University reserves the right not to fill the position or to make an appointment by invitation. The University Personal Information Collection Statement for recruitment can be found at [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/pics.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php).

[www.polyu.edu.hk](http://www.polyu.edu.hk) Opening Minds • Shaping the Future



### The Hong Kong Polytechnic University (PolyU) is a government-funded tertiary institution in Hong Kong with a total student headcount of about 32,000. It offers programmes at various levels including Doctorate, Master’s and Bachelor’s degrees. It has a full-time academic staff strength of around 1,200. The total consolidated expenditure budget of the University is close to HK\$6.6 billion (US\$845 million) per year. Committed to academic excellence in a professional context, PolyU aspires to become a world-class university with an emphasis on the application value of its programmes and research. Its vision is to become a leading university that excels in professional education, applied research and partnership for the betterment of Hong Kong, the nation and the world.

The University is now inviting applications or nominations for the following post:

## DEPARTMENT OF ELECTRICAL ENGINEERING

### Chair Professor (Ref: 17020601)

The post specification can be obtained from [http://www.polyu.edu.hk/hro/job/en/external\\_adv/academic.php](http://www.polyu.edu.hk/hro/job/en/external_adv/academic.php). Please also visit the website at <http://www.ee.polyu.edu.hk> for more information about the Department.

[Applicants who have responded to the previous advertisements of the above post need not re-apply.]

**Remuneration and Conditions of Service**  
Terms of appointment and remuneration package are negotiable and highly competitive.

**Application**  
Applicants are invited to send detailed curriculum vitae with the names and addresses of three referees and direct any enquiries to the **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong (Fax: (852) 2764 3374; E-mail: [search.chairprof-ee@polyu.edu.hk](mailto:search.chairprof-ee@polyu.edu.hk)), quoting the position applied for and the reference number. Recruitment will continue until the position is filled.** General information about the University is available on the University’s Homepage at <http://www.polyu.edu.hk> or from the Human Resources Office [Tel: (852) 3400 3420]. The University Personal Information Collection Statement for recruitment can be found at [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/pics.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php).

[www.polyu.edu.hk](http://www.polyu.edu.hk) Opening Minds • Shaping the Future



## ENGLISH SCHOOLS FOUNDATION

## INSPIRING FUTURES

**English Schools Foundation (ESF)** is Hong Kong’s largest provider of English-medium international education. Our integrated network of 22 schools and comprehensive programme of extra-curricular activities bring out the best in every student through a personalised approach to learning and by inspiring curious minds.

ESF Language & Learning is looking for enthusiastic, experienced and qualified **part-time, hourly teachers to teach playgroups, and after school and weekend English language classes**. All applicants must have a relevant degree, a recognised teaching qualification (such as a CELTA, TEFL or DELTA/ PGDE, PGCE), at least one years’ experience teaching young learners and be highly proficient English speakers.

We offer attractive remuneration packages and excellent career advancement opportunities for staff. Join us now and develop your career with us.

Please visit <http://recruit.esf.edu.hk> for the amazing opportunities that await you.

[www.esf.edu.hk](http://www.esf.edu.hk)



EDUCATION



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:-

Department of History

(1) Professor(s) / Associate Professor(s) / Assistant Professor(s)  
(Ref. 1700004H)

The Department invites applications for full-time academic position(s) in pre-modern Western history. In addition to having at least two of the teaching specialties in the proposed geographical area and time period: (A) global history; (B) American history; (C) Russian history, we welcome applicants who have the following research specialties: social history, cultural history, legal history, and/or environmental history. The academic rank of appointment will be considered with reference to the candidate's qualifications and experience.  
Applicants should (i) have a doctoral degree from a reputable university; (ii) be a well-proven researcher and teacher, with a solid publication record, and capable of intellectual leadership; and (iii) be committed to teaching at both undergraduate and postgraduate levels. Being able to teach in a comparative perspective/ approach is necessary.  
The appointee(s) will (a) develop and deliver teaching and research programmes at undergraduate and postgraduate levels suitable for Hong Kong; (b) participate in independent and/or collaborative research programmes; (c) serve on undergraduate and postgraduate thesis/dissertation committees; and (d) provide service at departmental, faculty and/or University levels.  
Appointment(s) will normally be made on contract basis for up to three years initially commencing August 2018, which, subject to funding, performance and mutual agreement, may lead to longer-term appointment or substantiation later.  
Review of applications will begin in summer 2017. Applications will be accepted until the position(s) is/are filled. Candidates are encouraged to apply by May 31, 2017.  
Applicants should complete the on-line application form and upload the followings: (i) full resume; (ii) copies of academic credentials; (iii) full publication list; (iv) three recent publication samples/abstracts; (v) a statement of teaching and research interest; (vi) three course syllabuses taught/designed; (vii) evidence of teaching performance, if any; and (viii) three reference letters.

Department of Music

(2) Professor  
(Ref. 1700005S)

The Department is looking for a senior and prominent scholar to fill a post at professor level to enhance its capacity in the field of Chinese music. We especially encourage applications from scholars with research profiles that cross disciplinary boundaries and/or additional fields of expertise.  
Applicants should have (i) a PhD degree in a relevant discipline; (ii) a dossier of outstanding published research, with indications of substantial forthcoming publications; (iii) demonstrable achievements in obtaining external competitive research grants; (iv) a successful track record in teaching at undergraduate and postgraduate levels; and (v) experience in academic and administrative leadership positions.  
The appointee will (a) teach undergraduate and postgraduate courses; (b) conduct independent and/or collaborative research projects with external grant support; (c) supervise research postgraduate students; and (d) assume major academic and administrative leadership roles.  
Appointment will normally be made on contract basis for up to three years initially commencing as soon as possible, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Outstanding candidates with substantial experience may be considered for substantive appointment forthwith.  
Review of applications is in progress and will continue until the post is filled.  
Those who have responded to the previous advertisement for the same post (Ref. no. 160001TJ) are under consideration and need not re-apply in this instance.

School of Biomedical Sciences

(3) Associate Professor(s) / Assistant Professor(s)  
(Ref. 17000078)

The School of Biomedical Sciences, Faculty of Medicine (CU Medicine) has three major thematic research programmes focusing on: cancer biology and experimental therapeutics; developmental and regenerative biology; and neural, vascular and metabolic biology. Further information is available at <http://www2.sbs.cuhk.edu.hk/en-gb/research/thematic-research-programs>. The School welcomes individuals who are highly devoted to innovative biomedical research and who value the opportunity to work in close collaboration with basic and clinical scientists to apply for the post(s) of full-time non-clinical Associate/Assistant Professor(s).  
Applicants should have (i) a PhD, MD, or DVM degree or its equivalent in the biological and biomedical sciences or related disciplines; (ii) experience in using cutting-edge technologies such as bioinformatics, genomics, molecular genetics, stem cells, transgenic animal and imaging, animal models of human diseases in their studies; (iii) a competitive track record of research and publication in top peer-reviewed scientific journals in one or more related areas; and (iv) a good track record of external funding support. Individuals with track record in research on genetics and genomics of human diseases, neurodegeneration, vascular and metabolic biology, mammalian reproduction, and regenerative biology are particularly welcome.  
The appointee(s) is/are expected to lead a vigorous independent research programme aside from teaching undergraduate, postgraduate, medical and general education courses. Appointee(s) will be provided with appropriate laboratory and office space and a start-up package commensurate with his/her qualification and experience.  
Appointment(s) will normally be made on contract basis for up to three years initially commencing in the fourth quarter of 2017, which, subject to performance, funding and mutual agreement, may lead to longer-term appointment or substantiation later.  
Applications will be accepted until the post(s) is/are filled.

Department of Chinese Language and Literature

(4) Research Assistant Professors  
(Ref. 1700000D) (Closing date: March 31, 2017)

The Department is now inviting applications for two Research Assistant Professorships. Applicants are expected to specialize in one of the following areas: (i) Chinese linguistics; (ii) classical Chinese texts; (iii) classical Chinese literature; and (iv) modern Chinese literature.  
Applicants should have (i) a PhD degree in relevant disciplines; (ii) significant research outputs; and (iii) experience of teaching.  
The appointees will conduct research in their field of specialization and will teach as assigned.  
Appointments will initially be made on contract basis for up to three years commencing August 2017, renewable subject to performance and mutual agreement.

Application Procedure

The University only accepts and considers applications submitted online for the posts above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:-

Department of Social Work

(1) Senior Lecturer(s) / Lecturer(s)  
(Ref. 1700001E)

Applicants should (i) have a Master's degree in social work or a Bachelor's degree in social work plus a Master's degree in a related field; (ii) be registered social workers; (iii) have professional expertise in the social work field; and (iv) have at least ten years' (for Senior Lecturer rank) or four years' (for Lecturer rank) post-Master teaching experience in one or more of the following areas: micro social work service, social policy, social service management, mental health, gerontology, rehabilitation, medical social work, community development and offender services.  
Duties include (a) teaching; and (b) supervision and co-ordination of students' fieldwork in social service agencies. The appointee(s) will work both during the day and in the evening.  
Appointment(s) will initially be made on contract basis for up to two years commencing August 2017, renewable subject to mutual agreement.  
Applications will be accepted until the post(s) is/are filled.  
Note: Those who have responded to previous advertisement for the same opening (under reference no. 160001IP) are under consideration and need not re-apply in this instance.

United College

(2) Functional Manager (carrying the job title of "Manager (Special Projects)")  
(Ref. 1700004L) (Closing date: February 24, 2017)

Applicants should have (i) a good honours degree; (ii) at least seven years' post-degree administrative experience, preferably in the tertiary education sector; (iii) an excellent command of English and Chinese (including Putonghua) and interpersonal skills which foster positive relationships and teamwork; and (iv) strong administrative and leadership skills.  
Duties include (a) planning, coordinating and organizing special projects of the College; and (b) special tasks as assigned by the Head and Board of Trustees.  
Appointment will initially be made on contract basis for two years commencing August 2017, renewable subject to mutual agreement.

University Planning Office

(3) Administrative Assistant (carrying the job title of "Planning Manager")  
(Ref. 1700004X) (Closing date: February 24, 2017)

Applicants should have (i) a Bachelor's degree in business administration, social sciences or a related discipline; (ii) at least seven years' post-qualification work experience in a related field, preferably in higher education; (iii) proven experience in a responsible administrative position in a sizeable organization; (iv) experience in quantitative analysis or research and the ability to develop, conduct and administer surveys; (v) good knowledge of computer-based reporting tools and statistical applications, plus strong analytical, numeracy and IT skills; (vi) sensitivity for handling restricted and confidential data; (vii) excellent organizational skills and the ability to pay attention to details; (viii) excellent command of written and spoken English and Chinese (including Putonghua); and (ix) good interpersonal skills and the ability to work as an effective team member.  
The appointee will report to the Director of the University Planning Office. He/She will also proactively support the Provost's Office, as well as Faculty and Departmental planning by (a) drafting planning documents, providing information and undertaking data analyses; (b) collecting, analysing and interpreting large volumes of selected institutional data in response to internal data requests; (c) sourcing appropriate data to implement investigations for addressing issues under study; (d) coordinating and responding to external data requests from government agencies and other organizations; (e) developing and managing the structure and processes for the documentation of standard operating procedures; (f) collaborating with other units of the University to establish the data infrastructure; and (g) undertaking other duties assigned by the Director.  
Shortlisted candidates will be invited to attend a written test.  
Appointment will initially be made on contract basis for up to three years commencing as soon as possible, renewable subject to mutual agreement.

The Chinese University of Hong Kong Library

(4) Assistant Librarian I/II (carrying the job title of "Scholarly Communications Librarian")  
(Ref. 1700001Y) (Closing date: March 2, 2017)

Applicants should have (i) a good University degree plus a recognized professional qualification in library and information science OR a related discipline; (ii) at least three years' post-qualification relevant experience (for Assistant Librarian II) OR at least six years' post-qualification relevant experience, three years of which at supervisory level (for Assistant Librarian I); (iii) sound knowledge and understanding of the scholarly research and communication process and issues; (iv) knowledge and experience in citation analysis tools, copyright and open access issues; (v) demonstrated ability to work collaboratively within the Library and with faculty members; and (vi) excellent written and oral communication skills. An understanding of research data management planning, and proficiency in Chinese, are desirable.  
Reporting to the Head of Research Support & Digital Initiatives, the appointee will (a) develop and implement a programme of events and workshops to increase awareness and understanding of scholarly communication issues across CUHK; (b) devise and implement a strategy for populating and promoting the use of the University's institutional repository; (c) manage the operation and further development of the University's institutional repository and the Copyright Clearing Office; (d) offer consultation services for researchers in areas of copyright, citation analysis, self-archiving in institutional repository, and research data management; (e) work closely with faculty liaison librarians and prepare communication tools that they can use in their constituencies; and (f) undertake other assignments.  
Appointment will initially be made on contract basis for two years, renewable subject to mutual agreement.  
Applicants who have responded to the previous advertisement for the same post (Ref. 1600021O) are under consideration and need not re-apply in this instance.

Application Procedure

The University only accepts and considers applications submitted online for the posts above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



旅遊學院  
INSTITUTE OF TOURISM STUDIES  
Institute for Tourism Studies

[www.ift.edu.mo](http://www.ift.edu.mo)

Institute for Tourism Studies (IFT), a rapidly growing public higher education institution in Macao devoted entirely to education and training for the tourism and hospitality industry, invites applications for the following full-time teaching posts. *Subjects to be taught in English and/or Chinese. Successful candidates are required to teach in both the daytime and evening degree programmes.*

Assistant Professor of Tourism College (Ref. No. 001/AC/2017)

- Event Management (1 vacancy) : should be able to teach/develop specific subjects such as Event Planning and Coordination, Introduction to Events Industry, Event Risk Management, and Sports Event Management.  
- Hotel Management (2 vacancies) : should be able to teach/develop specific subjects such as Hotel Operations, F&B Cost Control and Lodging Management.  
- Management (1 vacancy) : should be able to teach/develop specific subjects such as Principles of Management, Organisational Behaviour, Human Resources Management, International Business, Management of Service Operations, and Research Methods.  
- Retail Management (1 vacancy): should be able to teach/develop specific subjects such as Retail Management, Brand Management, Merchandise Management, Visual Merchandising and Store Design.  
- Culinary (1 vacancy) : should be able to teach/develop specific subjects such as Food Preparation courses, Food Safety, Menu and Recipe Development, and Kitchen and Restaurant Design.

Lecturer of Tourism College (Ref. No. 002/AC/2017)

- Culinary (1 vacancy) : should be able to teach/develop specific subjects such as Food Preparation courses, Food Safety, Menu and Recipe Development, and Kitchen and Restaurant Design.  
- English (1 vacancy)

Requirements:

Assistant Professor: should have at least a Master's degree in the relevant area and at least 4 years of full time teaching experience as Lecturer.  
Lecturer: should have at least a Bachelor's degree in the relevant area, with a grade of 'Good' (or equivalent) in the academic report/result  
Candidates are expected to engage in research and industry collaborations, and teach/develop the subject areas above. For a full list of subjects in the current curriculum and details of the academic unit, please visit [www.ift.edu.mo](http://www.ift.edu.mo).

Application:

-For application details, please visit <http://www.ift.edu.mo/jobVacancies>.  
-The selected candidates are expected to assume duty in August 2017 or earlier.  
-Final result name list will be announced on IFT website around second-quarter of 2017 or earlier.  
-Please note that ALL application materials must be received by the closing date (Macao time).  
-Application received by IFT after the closing date will only be included in the next round of recruitment, if applicable.  
For enquiries, please send to Job Vacancies On-line enquiry <http://www.ift.edu.mo/jobEnquiry>.  
Application closes on 20 February 2017

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Classified Post



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY



FACULTY OF SOCIAL SCIENCES

Department of Education Studies

Associate Professor / Assistant Professor (PR250/16-17)

The appointee is expected to conduct cutting-edge academic research in a relevant field, to teach at the undergraduate and postgraduate levels, to supervise postgraduate dissertations and teaching practice in schools, and to contribute to the work of the Department, as appropriate.  
Applicants should possess a PhD degree, be active in research in a relevant field and have related teaching experience. Incumbents for the rank of Associate Professor should have a strong publication record, substantial years of teaching experience plus some years of administrative exposure. The appointee should possess expertise in at least one of the areas: child and adolescent development, teacher training and development, school guidance and counselling, education policy and teaching of Liberal Studies. A relevant teacher certificate will be desirable. Knowledge of Cantonese and the education system in Hong Kong will be an advantage.  
Initial appointment will be made on a fixed-term contract of two to three years commencing September 2017. Re-appointment thereafter is subject to mutual agreement and availability of funding.  
*Rank and salary will be commensurate with qualifications and experience.*  
**Application Procedure:**  
Applicants are invited to write in response to the requirements and provide an updated curriculum vitae and/or fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. The completed application form should be sent to the same address. Please quote **PR** number on all correspondence. Applicants are requested to send in samples of publications, preferably three best ones out of their most recent publications, statements of teaching and research interest and recent teaching evaluation results. Applicants should also request two referees to send in confidential letters of reference to the Personnel Office direct. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will not be returned after the completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.  
The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.  
**Closing date: 4 March 2017**

T: 2565 8822  
E: [classified@scmp.com](mailto:classified@scmp.com)

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MALVERN  
COLLEGE PRE-SCHOOL  
HONG KONG  
香港瑪爾文國際幼稚園

Malvern College has more than 150 years of history and is regarded as one of the best independent schools in UK. **Malvern College Pre-School Hong Kong** will be the newest member of the Malvern College Family of Schools and opens in **September 2017**. Malvern College Pre-School Hong Kong will be offering the Early Years Foundation Stage (EYFS) curriculum with a special program in Forest School. The Pre-School operates places for around 120 students both in half-day and full-day programmes and ranging from Pre-Nursery to Kindergarten 2. We offer a bilingual programme where English and Mandarin Chinese are taught simultaneously in the class.  
**Malvern College Pre-School Hong Kong** is seeking highly qualified and experienced

1) EARLY CHILDHOOD TEACHERS  
2) EARLY CHILDHOOD MANDARIN TEACHERS

Interested parties, please send CV to [hr@malverncollege.org.hk](mailto:hr@malverncollege.org.hk)  
Full details of this post can be found on our website <http://www.malvernpreschool.hk/>  
The closing date for application is **Friday 17 February 2017**  
*All Personal data collected will be used for recruitment purposes only*

GENERAL

The Catholic Diocese of Hong Kong  
Diocesan Building and Development Commission  
Invites applications for the post of **Administrator**

Duties :

1. In charge of the office and to carry out the policies and decisions of the Diocesan Building and Development Commission in the maintenance and improvement of existing building facilities and in planning and development of new projects.  
2. To deal with land matters and leasing of premises.  
3. Application for funds for new projects and maintenance and improvement works.

Qualifications :

1. The applicant should possess a university degree or professional qualification such as a professional architect, engineer, surveyor, housing manager, project manager or equivalent.  
2. At least three years experience.  
3. Knowledge and experience in building projects and information technology.

Salary: Negotiable.

Interested applicants may submit applications with full resume, salary expected and telephone number to **Rev Dominic Chan, Vicar General, 12/F., Catholic Diocese Centre, 16 Caine Road, Hong Kong on or before 1st March 2017.**

We are a listed properties company with offices in Hong Kong and PRC and are now looking for high caliber candidates to fill in the following positions:

Chief Architect

- Qualified Architect with over 10 years' experience in design management from inception to completion for large-scale mixed-used property projects in PRC or HK

Chief Project Manager

- Possess 10 years' relevant experience in respect of the management of the project design team and construction (from inception to completion) for large-scale residential and commercial property projects in H.K. or PRC or Thailand

General Manager – Shopping Mall Management Department

- Degree holder with over 10 years' experience in operating shopping centres with respect to budgeting, leasing, marketing and property management

Human Resources Manager

- Professional qualification in personnel / business management or relevant discipline with over 5 years' relevant experience preferably in a sizeable company

Please send application enclosing resume stating career and salary history to [hr.ref.info@gmail.com](mailto:hr.ref.info@gmail.com) (Asberg Limited)

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readers are confident,  
competent and career-oriented

T: 2565 8822  
E: [classified@scmp.com](mailto:classified@scmp.com)

Classified Post



EDUCATION

ST. FRANCIS XAVIER'S COLLEGE

We invite applications for a **Native English Speaking Teacher** for the school years 2017/18 to 2018/19.

ROLE

- The NET is required to teach English as a second language to Hong Kong secondary school students and carry out different English activities.

QUALIFICATIONS FOR APPOINTMENT

- The applicant should be a native-speaker of English or possess native-speaker English competence.
- Preference will be given to applicants with experience in debating and drama.
- Appointment of the NET would be considered according to requirements as stipulated by the EDB.

APPLICATION

- Interested applicants please send their applications with full resume to **The Principal, St. Francis Xavier's College, 45 Sycamore Street, Tai Kok Tsui, Kowloon.** (please specify the job position on the envelope.)

Personal data collected will be used for recruitment purpose only.

Luk Yeung Kindergarten and Child Care Centre is a private and independent school that integrates Chinese and English teaching and learning. We are now accepting applications for the following:

FULL-TIME NET

Requirements:

- Native English Speaker
- Teaching Experience of Young Learners (N1-K3)
- Flexible and a Team Player
- Able to Commence ASAP

We offer:

- Monday-Friday Work Week
- Competitive Monthly Salary
- Paid Annual Leave
- Sponsorship
- Subject Teacher Only
- Great Work Environment
- Work with a Team of Nine Native English Teachers

Interested parties please send application letter and full curriculum vitae **with photo** to **lykg@netvigator.com**. Please state present and expected salaries.

Data collected will be used for recruitment purposes only



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY



FACULTY OF ARTS

Language Centre

Lecturer II (English Section) (PR236/16-17)

The appointee is expected to (i) teach core courses - University English I and II, elective credit-bearing courses, language enhancement courses, writing workshops, self-access language learning, and/or other English courses offered by the Language Centre as assigned; (ii) provide language enhancement services; (iii) assist in the design, preparation and revision of syllabuses, teaching materials and assessments for English courses, including self-access language learning materials; (iv) provide leadership in organising and running workshops and other extra-curricular activities; and (v) perform other duties as assigned by the Head of the Centre and the Head of the English Section.

Applicants should possess a doctorate degree in Applied Linguistics, Language Education, TESOL, English Language or a related discipline with a native/native-like proficiency in English. A minimum of three years of full-time teaching practice in tertiary level is required. Expertise in online self-access language learning, academic English teaching, material and assessment development as well as evidence of good organisational skills, interpersonal skills, and communication skills are also essential.

Applicants are required to specify how their qualifications match the above requirements in a **cover letter** and provide supporting documents in their applications.

Initial appointment will be made on a fixed-term contract of one to two years commencing 1 September 2017. Re-appointment thereafter is subject to performance review, mutual agreement and availability of funding.

Reference salary range: HK\$32,000 - HK\$42,000


Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to write in response to the requirements, provide an updated curriculum vitae and fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. The completed application form should be sent to the same address. Please quote **PR** number on all correspondence. Applicants are requested to send in their most recent teaching evaluation results. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will not be returned after the completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

Closing date: **4 March 2017**



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

COLLEGE OF PROFESSIONAL AND  
CONTINUING EDUCATION  
專業及持續教育學院

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College*, offering quality sub-degree programmes for secondary school leavers; and the *School of Professional Education and Executive Development*, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.

The College now invites applications for the following academic posts teaching at undergraduate level:

School of Professional Education and Executive Development (SPEED)

Lecturer in the following subject areas (several posts)  
(Ref. 170211-01)

- Bilingual Studies (English and Chinese)
- Health Studies
- Marketing (Public Relations)
- Social Sciences

Appointees will be required to:

- (a) engage in teaching;
- (b) contribute to course planning and development;
- (c) provide support to academic administration; and
- (d) perform any other duties as assigned.

Applicants should have:

- (a) a master's degree in one of the subject areas listed above, with relevant professional qualification(s), if applicable;
- (b) not less than four years' post-qualification teaching, research/consultancy and/or industrial experience in more than one of the following areas:

**Bilingual Studies (English and Chinese)**

- Bilingual Communication
- Chinese Language in Bilingual Context
- Linguistics

**Health Studies**

- Ethics in Health Care
- Infection Control
- Primary Health Care

**Marketing (Public Relations)**

- Crisis Management
- Media Relations

**Social Sciences**

- Chinese Language and Linguistics
- East-West Comparative Studies
- Experience in Liaison Work

- Bilingualism in the Chinese Context
- Interpreting
- Translation

- Health Information Science
- Operations Management in Health Care
- Professionalism in Health Care

- Financial Public Relations
- Strategic Public Relations

- Cultural and Historical Studies
- Experience in Community Service

(c) fluency in English; for the subject area of Bilingual Studies (English and Chinese), applicants should be proficient in Putonghua and Cantonese, and also have attained at least Grade A in Level 2 in the Putonghua Shuiping Ceshi (PSC); and

(d) good interpersonal skills.

Experience in academic administration and quality assurance as well as contacts with industries, professional bodies and relevant government departments and organizations will be an advantage.

Applicants with a doctoral degree but less experience will also be considered.

Appointees may station at different campuses, and be required to take up assignments and work outside Hong Kong occasionally.

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Application forms are obtainable by downloading from <http://www.cpce-polyu.edu.hk/chro/app-form/>. Please quote the reference number, unit and post in the application. Completed application forms should be returned to the **Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/fax (2364 0098)/e-mail ([huoffice@cpce-polyu.edu.hk](mailto:huoffice@cpce-polyu.edu.hk)) on or before **Saturday, 25 February 2017**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

GENERAL



British  
Consulate-General  
Hong Kong

The British Consulate-General seeks a high-calibre candidate for the following position:

DIT-Assistant Trade Commissioner for  
Integrated Transport (Airports) and Technology  
Sectors (Permanent contract)

To find out more about the job and application procedure please visit our website: <https://goo.gl/mBwOuX>.

The deadline for applications is on **12 February 2017**.

SAFETY PROGRAM COORDINATOR

The **U.S. Consulate General** is looking for a high-caliber individual with strong English skills to join our Facility Management Office.

For more information and to apply, visit our website:  
[http://hongkong.usconsulate.gov/job\\_announcements.html](http://hongkong.usconsulate.gov/job_announcements.html)

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **February 17, 2017**.

The U.S. Mission in Hong Kong is an Equal Opportunity Employer, and we encourage qualified women and members of minority communities to apply.

Classified Post

Career Forum

7th Edition



15  
March  
Wednesday

10am - 6pm  
InnoCentre, Kowloon Tong



Students and recent graduates met with premium employers



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PROPERTY & CONSTRUCTION



醫院管理局

HOSPITAL AUTHORITY

Vision

• Healthy People  
• Happy Staff  
• Trusted by the Community

Mission

• Helping People Stay Healthy

Values

• People-centred Care  
• Professional Service  
• Committed Staff  
• Teamwork

Hospital Authority Head Office

Senior Manager

(Ref: SArC SEng/HO1702003/11705)

Office

Capital Planning Department, Strategy & Planning Division

Pay

HK\$136,732 to HK\$157,529 per month (including Monthly Allowance).

Job

The Senior Manager will be responsible for leading in-house project managers and external professional services consultants in managing a number of major capital works projects under the Ten-year Hospital Development Plan. As such, the incumbent will have a demonstrated track record in team leadership and the delivery of large scale capital works projects. We are seeking a person who commands excellent skills in managing a broad range of operational and strategic stakeholder relationships, resolving issues and initiating corrective actions, as well as providing guidance to key strategic decision-makers to ensure successful completion of the projects.

The appointee will be reporting to the Chief Manager (Capital Planning) and responsible for the following main duties:

1. Manage the professional consultants appointed for the delivery of respective projects.

2. Manage effectively and smoothly the interface between the respective hospitals, government departments, contractors, professional consultants, and other stakeholders.

3. Apply effective project management techniques and organize work processes to deliver the projects on time, within budget and to appropriate quality standards.

4. Develop, manage and enhance quality, safety, environmental performance and risk management measures of major capital works projects.

5. Monitor and appraise the performance of building contractors and professional consultants.

6. Manage the Resident Site Staff to oversee the implementation of the projects.

7. Report regularly to the Project Steering Committees on the work plan, schedule, progress, budget, quality, expenditure and cashflow of the respective projects.

8. Any other duties as required to facilitate implementation of the projects and the department including job rotation to other relevant posts within and outside the department.

Requirements

1. Member / Corporate Member of a professional institution, i.e. the Hong Kong Institute of Architects, the Hong Kong Institute of Surveyors or the Hong Kong Institution of Engineers in Civil Engineering, Structural Engineering or Building Services Engineering disciplines or equivalent with at least 10 years' post qualification experience.

2. Practical experience of project management for large scale capital works projects.

3. Exemplary professional competency, conduct and ethics.

4. Sound knowledge of construction contract management.

5. Conversant with Hong Kong construction and building related legislations and government procedures on delivering public projects.

6. Ability to communicate and present effectively in both English and Chinese.

7. A high degree of independence, self-motivation, leadership and organizational ability.

8. Knowledge of MS Office, project management and database software.

Remarks

1. Appointment will be on contract terms for a period of 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.

2. Please submit application online on or before **18 February 2017** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6553.

General Notes

1. We support the employment of people with a disability.

2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. Applicants who do not hear from us before 29 April 2017 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



China Road and Bridge Corporation (Hong Kong)

In order to cope with our need for business growth in Hong Kong, we are looking for high caliber candidates to join us in the following positions :

1. Building Service Engineer (BSE)

- Degree in Building Service Engineering, Electrical Engineering or Mechanical Engineering;

- Min. 5 year's experience gained with construction firm.

2. Quantity Surveyor (QS)

- Degree or Higher Diploma in Quantity Surveying;

- Min. 5 year's site experience in Quantity Surveying for civil engineering works.

3. Land Surveyor (LS)

- Degree or Diploma in Land Surveying;

- 3 year's of experience in surveying with Contractor;

- Member of Hong Kong Institute of Surveyors in Land Surveying.

4. Safety Officer (SO)

- Registered Safety Officer approved by Labour Department;

- 3 year's post qualification experience in Construction Site Safety;

- Candidate with marine work experience is preferred.

5. Safety Supervisor (SS)

- Certificate of Safety Supervisor;

- Min. 2 year's relevant experience on construction site.

6. Technical Apprentice (TA)

- F.5 or above;

- Ordinary Certificate in Civil Engineering;

- Candidate with civil engineering experience is preferred.

An attractive remuneration package will be offered to the successful candidate.

To apply for the above position, please send your application with full resume, current and expected salary and contact number to **Humman Resource Dept.,** E-mail: [crbc.comsec@crbc.com.hk](mailto:crbc.comsec@crbc.com.hk)

新裕榮集團發展有限公司

本公司從事土地發展業務並駐紮於元朗。為配合公司發展，誠聘以下職位

1.項目總經理 (國內項目)

• 駐江蘇省工作；

• 建築工程大學程度，5年或以上總經理工作經驗，年齡不限；

• 熟悉國內項目發展全盤流程；

• 全盤管理項目開發過程至銷售並提供可行性意見；

• 監督國內執行同事按職能分工，施工過程中提出預警等；

• 勤奮積極、有責任感；

• 熟悉中文及流利普通話

2.財務總監 / 財務經理 (國內項目)

• 會計/金融學本科或以上程度及持有註冊會計證書或國際註冊會計師證書；

• 在會計和房地產行業有至少十年的工作經驗；

• 熟悉內地稅務條例，為項目開發作出稅務及財務建議，並監督公司遵守內地法律和稅收制度；負責房地產企業全面財務工作，稅務籌劃，籌劃融資、開發貸款，如有項目土地增值稅清算經驗更佳；

• 領導財務團隊以支持公司日常財務運作，對財務內部控制和會計工作流程進行定期審查，；

• 需不定期到內地工作；

• 良好中英文書寫及語言能力，能操流利的普通話

3.拓展部經理

• 大學畢業；

• 5年或以上土地產或土地買賣主管級工作經驗，熟悉新界土地優先；

• 對城市規劃及土地發展有深入認識，負責發掘物業商機包括土地收購和項目的財務分析；

• 協助執行土地管理及開發項目；

• 制定及實施銷售策略；

• 良好中英文書寫及語言能力

4.發展測量師

• 持有香港測量師資格；

• 3年以上物業工作經驗，擁有物業及土地相關知識；

• 分析、估價及推行土地發展項目；

• 協助處理規劃申請、補償估算及換地申請；

• 監察測量及開發顧問；

• 良好協調和溝通能力；

• 具責任感及能承受工作壓力；

• 良好中英文書寫及語言能力

5.高級租務經理/租務主任

• 中七或以上程度；

• 5年或以上有關租務的工作經驗；

• 定期巡視新界土地及市區物業；

• 處理所有土地或市區物業的租務事宜，包括招租、續租、市場推廣、市場調查及租約管理等等；

• 處理租務及訴訟個案跟進，聯絡法律顧問處理租務糾紛及收回物業；

• 熟識租務條例，土地管理相關之司法程序；

• 積極有禮，有良好談判能力，擅於與人溝通，有誠信與高尚的職業道德；

• 良好中英文書寫及語言能力；

• 持有香港測量師資格較優

上述職位於元朗區工作(需特別註明外)，應徵者請親達同你的中文履歷、聯絡電話及有關工作經驗(請註明申請職位、到職日期及要求待遇)，電郵到 [sunywing.recruit@yahoo.com](mailto:sunywing.recruit@yahoo.com) 郭小姐收(應徵者所提供的資料，只會用於租務有關的事宜及按個人資料(私隱)條例處理)



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Applications are invited for the following post for "A first quality large scale residential / commercial complex" in Tsuen Wan.

Resident Architect (18 months)

RESPONSIBILITIES :

• Monitor site progress ;

• Act as Technical Competent Person ;

• Check quality of works ;

• Respond to contractor's queries ;

• Resolve architectural details on site ;

• Assist handover of works to Clients.

REQUIREMENTS :

• Registered Architect, minimum 12 years working experience with 2 years in similar capacity;

Employment terms will be on contract basis, with gratuity payable upon completion of contract. Applications marked "TW5 Tsuen Wan West Rail Cityside Property Development" with full resume, present and expected salary, earliest date available should be addressed to our office:

WONG & OUYANG (HK) LTD

27/F, Dorset House, Taikoo Place, 979 King's Road, Hong Kong.  
Tel. : (852) 2968 1881 Email : [wohk@wongouyang.com](mailto:wohk@wongouyang.com)  
Website : [www.wongouyang.com](http://www.wongouyang.com)

C.S. Toh & Sons & Associates Limited 杜志成父子有限公司

Quantity Surveyors & Contract Management Consultants 建築工料測量師建築合約事務顧問

Applications are invited to fill the following post for Kowloon East Regional Headquarters and Operational Base-cum-Ngau Tau Kok Divisional Police Station at 105 Concorde Road, Kai Tak, Kowloon (Contract No. SS C503) working at site office:

Resident Assistant Clerical Officer (Labour Relations Officer)

[Ref: RACO(LRO)]

Applicant should

1) Have attaining five subjects including Chinese Language, English Language ("Syllabus B" before 2007) and Mathematics, at Grade E or Level 2, or above in the Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; and

2) Have full-time working experience on personnel management or human resources related duties and good job records; and

3) Have good command of both oral and written English and Chinese; and

4) Have good computer knowledge preferably with past experience on the operation of a computerized smart-card system; and

5) Preferably have completed a post secondary certificate programme on human resources or personnel management

We offer annual leave, medical benefits, mandatory provident fund and end-of-contract gratuity.

Written application quoting the reference on the envelope with full personal resume and salary expected should be submitted by email to [erica@estohsa.com.hk](mailto:erica@estohsa.com.hk) or by post to C.S. Toh & Sons & Associates Limited at Units 2304-6, 23/F., One Mong Kok Road Commercial Centre, No. 1 Mong Kok Road, Mong Kok, Kowloon.

All applications will be treated in strict confidence.



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Construction Contracts Consultant is urgently required for

Charlton Martin Consultants Limited is one of Hong Kong's most established and experienced consultancy firms, providing contractual advice with the increasing demand for our services, claims preparation, mediation, arbitration and expert witness services. We are seeking a Quantity Surveyor experienced and/or qualified (RICS/HKIS), fluency in written and spoken English, written Chinese and spoken Cantonese; highly motivated, PQS/contractor trained, who wishes to specialize in contractual matters. Computer literacy essential.

Excellent package and opportunities are available for the successful applicant. Please apply in confidence to **Ms Cheryl Je, 7/F Double Building, 22 Stanley Street, Central, Hong Kong** or email to [cherylje@charltonmartin.com](mailto:cherylje@charltonmartin.com) / [frances.tsui@charltonmartin.com](mailto:frances.tsui@charltonmartin.com)

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Invites application for the following posts:

(1) Structural Engineer

MIKIE, Min 4 years post-graduate experience in design contract management of high-rise buildings

(2) Assistant Structural Engineer

Min 3 years working experience in Consultant Firm

(3) Geotechnical Engineer

Min 3 years relevant experience in Consultant Firm

(4) Resident Engineer

Min. 2 years working experience, RGE/RS E T3 supervision.

(5) Secretary

F. 6 or above; Min 2 years working experience; Well organized, Good English and Computer skill.

Please apply with CV and expected remuneration package to 1501 Eastern Harbour Centre, 28 Hoi Chak Street, Quarry Bay, Hong Kong or by e-mail to [jmkengineers@jmk.com.hk](mailto:jmkengineers@jmk.com.hk).

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GENERAL



競爭事務委員會

COMpetition COMMISSION

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objective of the Ordinance is to prohibit conduct that prevents, restricts or distorts competition, and to prohibit mergers that substantially lessen competition in Hong Kong. The scope of the application of the merger rule is limited to carrier licences issued under the Telecommunications Ordinance (Cap. 106).

The Commission is inviting experienced professionals for the following position:

EXECUTIVE DIRECTOR (LEGAL SERVICES)

(Ref.: CP/ ED(LS)20170211)

Key Responsibilities

Reporting to the Chief Executive Officer, the Executive Director (Legal Services) is part of the Commission's senior management team and will be responsible for leading the Legal Division of the Commission. The candidate is expected to:

• advise the Commission on contentious and non-contentious legal issues;

• take the lead in managing litigation arising from the Commission's actions under the Competition Ordinance;

• draft and review pleadings and instructions to Counsel;

• advise on the Commission's policy initiatives where appropriate; and

• lead and supervise the provision or the procurement of the full range of legal assistance necessary to support the activities of the Commission.

Key Requirements

The successful candidate should:

• be a qualified solicitor or barrister with at least 10 years of post-qualification legal experience in Hong Kong;

• possess extensive litigation experience in civil, public and/or administrative law;

• be experienced in managing a team of lawyers; and

• be knowledgeable about the Competition Ordinance and the Competition Guidelines.

Proficiency in Chinese will be an advantage.

Terms of Appointment

A competitive remuneration package will be offered to the successful candidate. The appointee will normally be offered a 3-year fixed term contract.

Application

Interested applicants may send a letter of application together with a full resume, current and expected salaries and date of availability to the Commission by email to [recruit.edls@compcomm.hk](mailto:recruit.edls@compcomm.hk) or by post, indicating the position applied for on the envelop, to Head (Corporate Services), Competition Commission, Room 3601, 36/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

The closing date for applications is **26 February 2017**.

Candidates who are selected for interview will normally receive an invitation in about four to six weeks from the closing date. Only shortlisted candidates will be invited to attend recruitment examination and/or interview.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of being collected by the Commission.

Pursuant to the terms of the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and the correction of their personal data held by the Commission. Requests for access to or the correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at [www.compcomm.hk](http://www.compcomm.hk).



BUILDINGS DEPARTMENT

BUILDINGS DEPARTMENT

Building Surveyor (Civil Service Vacancy)

Salary: Master Pay Scale Point 30 (HK\$56,755 per month) to Master Pay Scale Point 44 (HK\$99,205 per month)

Closing Date for Application: 15 February 2017 (6:00 p.m.)

Tel. Enquiry: 3106 3042 / 2626 1303

Please visit GovHK at <http://www.gov.hk> or download "Government Vacancies" Mobile Application at Google Play / Apple App Store for information about the post.



CIVIL AVIATION DEPARTMENT

Part-time Air Traffic Control Simulator Operator (Non-Civil Service Vacancy)

Salary: HK\$278 per hour

Closing Date for Application: 24 February 2017

Tel. Enquiry: 2910 6395

Please visit GovHK at <http://www.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store for information about the post.



香港房屋委員會

Hong Kong Housing Authority

Contract Assistant Auditor (Electronic Data Processing)

Monthly Salary: \$29,785 to \$61,860 (plus 10% Year-end Incentive Payment)

Closing Date for Application: 13 February 2017

Tel. Enquiry: 2761 6136

Please visit <http://www.housingauthority.gov.hk> for information about the post and application procedures.

Application forms [HD917 (Rev.2015)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority internet web site (<http://www.housingauthority.gov.hk>), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).



司法機構

JUDICIARY

JUDICIARY

Judicial Assistant (Court of Final Appeal) (NON-CIVIL SERVICE CONTRACT POSITION)




Salary: HK\$60,825 per month

Closing Date for Application: 3 March 2017 (5:00 p.m., Hong Kong Time)

Tel. Enquiry: 2825 4208

Please visit the Judiciary's website for information about the position: [http://www.judiciary.gov.hk/en/other\\_info/recruit\\_ad.htm](http://www.judiciary.gov.hk/en/other_info/recruit_ad.htm)





WSP Parsons Brinckerhoff has been appointed by the Highways Department as the consultant for:

- Provision of Barrier-free Access Facilities at Public Footbridges, Elevated Walkways and Subways**  
includes the retrofitting works and upgrading of existing access facilities for the disabled for footbridges, elevated walkways and subways either by the provision of ramps or lifts

We now invite applications for the following **Resident Site Staff** positions:

**Resident Engineer, Civil** (Job ID# 32336)

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline, elected after 5th December 1975 or equivalent; and have relevant experience

**Resident Quantity Surveyor, Civil** (Job ID# 32403)

- Corporate Membership of the Hong Kong Institution of Surveyors in Quantity Surveying Division or equivalent; and have relevant experience

If you meet the above job requirements, you are invited to present your application via our job application system. Please visit our WSP Parsons Brinckerhoff website at <http://www.wsp-pb.com>. Click “CAREERS”, “JOB OPPORTUNITIES”, enter the Job ID# and then submit your resume stating your present & expected monthly basic salary and availability. OR post your resume quoting the Job ID# on the application and envelope to The Human Resources Department, WSP Parsons Brinckerhoff, Level 7, One Kowloon Building, 1 Wang Yuen Street, Kowloon Bay, Hong Kong on or before 18 February 2017.

*All applications will be treated in strict confidence and only be used for recruitment related purpose.*

## Chief Financial Officer, Asia

**EXECUTIVE ROLE • RAPIDLY EXPANDING WASTE MANAGEMENT MNC**

With their regional headquarters in Hong Kong, our client is a promising and fast growing business. Already having solid partnerships for several years in China and a strong business plan, they are seeking for a CFO to head up their projects and Finance function in Asia with the main focus in China and Hong Kong.

As member of the Board of Directors in direct reporting line to the chairman, you will be responsible for developing business development strategies including the identification of new investment opportunities, negotiation of contracts, drafting of prospective programmatic budgets up to integration stage. You will achieve this by creating complex business models of international company structures and operative changes to strategic options. Furthermore you will evaluate risk management measures, ensure full compliance to relevant rules and regulations and monitor treasury functions.

The successful candidate should possess a recognized master's degree with a membership of the HKICPA or equivalent. You should have a minimum of 12 years of experience in financial transactions, complex international restructuring situations and financing, gained from another large MNC. You should have solid and hands on experience gained from Chinese businesses or projects with familiarity with local laws and regulations. This is a highly strategic role requiring strong business acumen, an entrepreneurial mindset and excellent relationship building skills. Proficiency in English and Mandarin is also essential.

To apply for this position, visit [www.michaelpage.com.hk](http://www.michaelpage.com.hk) and search for job title (ref: H3853770) or call Anna Woo on (+852) 3412 4822 for further details.



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### Civil Engineering and Development Department Tseung Kwan O – Lam Tin Tunnel

**AECOM Asia Co. Ltd.** has been commissioned by the Civil Engineering and Development Department to undertake the construction of the main tunnel and associated works for Tseung Kwan O – Lam Tin Tunnel. The Works include the construction of the main tunnel between Tseung Kwan O and Lam Tin, tunnel portal facilities, ventilation buildings, administration buildings, slip roads, branch tunnels, viaducts, interchanges, footbridges and the dual two-lane Road P2 with the depressed carriageway covered by landscape deck, the reclamation at Junk Bay and the implementation of the associated building, civil, structural, marine, electrical and mechanical, landscaping and environmental protection and mitigation works. The Works has commenced in July 2016 for completion in 2021.

**RESIDENT ENGINEER (CONTRACT)** Ref. No: RE(CON)/9853/TRA  
**RESIDENT ENGINEER (STRUCTURE)** Ref. No: RE(SJ)/9854/TRA

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline and elected after 5 December 1975 or equivalent and with relevant experience.

**ASSISTANT RESIDENT ENGINEER (CIVIL)** Ref. No: ARE(C)/9855/TRA  
**ASSISTANT RESIDENT ENGINEER (ELECTRICAL & MECHANICAL)** Ref. No: ARE(E&M)/9856/TRA

Candidates should have:

- Degree from university or equivalent in an appropriate discipline with relevant experience.

**RESIDENT ARCHITECT** Ref. No: RA/9857/TRA

Candidates should have:

- Full Membership of the Hong Kong Institute of Architects or Registered Architect or equivalent; and have at least 3 years relevant post-professional qualification experience

**RESIDENT QUANTITY SURVEYOR** Ref. No: RQS/9858/TRA

Candidates should have:

- Corporate Membership of the Hong Kong Institute of Surveyors in Quantity Surveying Division or equivalent and with relevant experience.

**RESIDENT LAND SURVEYOR** Ref. No: RLS/9859/TRA

Candidates should have:

- Corporate Membership of the Hong Kong Institute of Surveyors in Land Surveying Division or equivalent and with relevant experience.

**ASSISTANT LANDSCAPE OFFICER** Ref. No: A-LO/9860/TRA

Candidates should have:

- Master Degree from university or equivalent in Landscape Architecture and with relevant experience.

**ASSISTANT RESIDENT ARCHITECT** Ref. No: ARA/9861/TRA

Candidates should have:

- Master Degree from university or equivalent in Architectural Study and with relevant experience.

**RESIDENT INSPECTOR OF WORKS (LANDSCAPE & ARCHITECTURAL)** Ref. No: RIOW(L&A)/9862/TRA

Candidates should have:

- Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 7 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or equivalent in an appropriate discipline with at least 8 years relevant experience inclusive of 5 years relevant post-qualification experience; or
- At least 4 years appropriate experience as Assistant Inspector of Works in a Government or quasi-Government project.

**RESIDENT ASSISTANT INSPECTOR OF WORKS (CIVIL)** Ref. No: RAIOW(C)/9863/TRA  
**RESIDENT ASSISTANT INSPECTOR OF WORKS (ELECTRICAL & MECHANICAL)** Ref. No: RAIOW(E&M)/9864/TRA

Candidates should have:

- Diploma from Technical Institute or equivalent in an appropriate discipline and with at least 3 years of relevant post-qualification experience; or
- Higher Certificate from Technical College or equivalent in an appropriate discipline and with at least 4 years of relevant experience inclusive of 1 year of relevant post-qualification experience; or
- With at least 4 years of relevant experience inclusive of 1 year at Works Supervisor in a Government or quasi Government project; or
- 3 years of appropriate experience as WSI in a Government or quasi Government project.
- Candidates with relevant experience in supervision of blasting works are preferable

**RESIDENT SENIOR SURVEY OFFICER (QUANTITY)** Ref. No: RSSO(Q)/9865/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 7 years relevant experience inclusive of 4 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 4 years relevant post-qualification experience.

**RESIDENT SURVEY OFFICER (QUANTITY)** Ref. No: RSO(Q)/9866/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 3 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

**RESIDENT SURVEY OFFICER (ENGINEERING)** Ref. No: RSO(E)/9867/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 3 years relevant experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

**RESIDENT SENIOR TECHNICAL OFFICER (CIVIL)** Ref. No: RSTO(C)/9868/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 7 years relevant experience inclusive of 4 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline and with at least 4 years relevant post-qualification experience.

**RESIDENT TECHNICAL OFFICER (CIVIL)** Ref. No: RTO(C)/9869/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 3 years relevant experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

**RESIDENT WORKS SUPERVISOR I (CIVIL)** Ref. No: RWSI(C)/9870/TRA  
**RESIDENT WORKS SUPERVISOR I (ELECTRICAL & MECHANICAL)** Ref. No: RWSI(E&M)/9871/TRA

Candidates should have:

- Certificate from Technical Institute or equivalent in an appropriate discipline or completed a technician apprenticeship, and
- At least 3 years of relevant post-qualification experience.
- Candidates with relevant experience in supervision of blasting works are preferable.

**RESIDENT WORKS SUPERVISOR II (CIVIL)** Ref. No: RWSII(C)/9872/TRA  
**RESIDENT WORKS SUPERVISOR II (ELECTRICAL & MECHANICAL)** Ref. No: RWSII(E&M)/9873/TRA

Candidates should have:

- Certificate from Technical Institute or equivalent in an appropriate discipline or completed a technician apprenticeship.
- Candidates with relevant experience in supervision of blasting works are preferable.

**LABOUR RELATIONS OFFICER** Ref. No: LRO/9874/TRA

Candidates should have:

- 5 passes in HKCEE or equivalent including English Language Syllabus B, Chinese Language and Mathematics at grade E or equivalent; and
- Full time working experience on personnel management or human resources related duties with good inter-personal skills; and
- Good command of both oral and written English and Chinese; and
- Good computer knowledge preferably with past experience on the operation of computerized smart-card system; and
- Preferably with a post-secondary certificate programme on human resources or personnel management.

**Conditions:** Appointments will be made on Agreement Term with AECOM Asia Co. Ltd. in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications and experience. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) to carry out supervision duties in China when required.

Confidential applications with full resume, availability, contact numbers and salary expected should be sent by **24 February 2017** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, N.T.** or email to [siterecruiter-hk@aecom.com](mailto:siterecruiter-hk@aecom.com). (Please quote the REF. NO on the application letter and envelope).

Personal data collected will be used for recruitment purposes only. The Company will retain the applications for a maximum period of 12 months after which their personal data will be destroyed.



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YOUR CAREER



# Slim pickings

Photo: Thinkstock

Bankers and traders in China are resigned to disappointing bonuses after a sluggish year

FEATURE

Bankers and brokers in China are expecting a brutal bonus season over the next few weeks, as business dwindled on local stock markets last year, dragging industry profits down by half.

Data from headhunters and industry sources suggest an equities trader in China would have earned between 500,000 and 850,000 yuan (HK\$563,000-\$958,000) in 2016, with a 12-month bonus paid in the first half.

But this year the industry is struggling after the stock market boom came to a turbulent end in 2015 and regulators stepped in to manage the turmoil, hitting local banks and global players trying to boost their Asia business.

According to Brett Rose, head of the Shanghai branch of recruitment firm Robert Walters, around 40 per cent of investment bankers on the mainland are expecting no bonus at all.

Some brokers are also planning lay-offs, having already pared back some of the perks that staff have long taken for granted, people at five brokerages and analysts said.

Shanghai-based Orient Securities, which reported a 68 per cent drop in 2016 profit, has already signalled its belt-tightening, according to two executives at the brokerage.

First the free sweet treats and coffee disappeared from the pantry, then half-year bonuses were scrapped, they said. Most recently the cash advance on the annual bonus, customarily paid ahead of the Lunar New Year, was slashed to a quarter for one of the sources.

"This year performance was, broadly speaking, very bad, so it's possible that (the year-end bonus) will only be half or a third of last year's," said the source.

Orient Securities has yet to respond to a request for comment.

Many Chinese brokers, highly dependent on trading fees, were badly hit by a 50 per cent fall in average daily turnover in stocks and funds to 500 billion yuan last year, according to a January report by Haitong Securities.

Government restrictions on margin financing continued to weigh on trading, while crackdowns on property-related and other structured products also hit revenues. Industry profits fell 50 per cent to 123.4 billion yuan, according to the Securities Association of China.

Staff at global banks that have bet on China to drive growth in their Asian equities trading franchises are also due to receive news of their bonuses in coming weeks. They typically earn as much as twice their Chinese counterparts' basic pay, but they will also have to pull in their horns.

"Global banks' Asian revenues had been propped up by China's massive stock market rally in 2015, but the secondary market is down considerably from its amazing bull run, which means sales and trading compensation should be lower," said Benjamin Quinlan, CEO of Hong Kong consultancy Quinlan & Associates.

The slump in secondary market business, along with cost pressures, is likely to drag down investment banking bonuses in Asia by 20 to 30 per cent at the worst-performing global banks, said Quinlan. Even the best performers are likely to see bonuses fall 10 to 15 per cent, he added.

An employee at Credit Suisse Founder Securities said he was expecting a bonus of three to four months' salary, down from seven last year. The firm also cancelled its annual party and halved employees' phone allowance, he said.

A spokesman for the Swiss bank's joint venture firm said it cancelled the party in favour of team-building events, and the new phone allowance was adequate for all but a few. He said the firm planned to expand this year.

For Chinese bankers working in the primary equity markets such as initial public offerings (IPOs) and private share placements, the situation is less dire. Profits from IPOs fell just 5 per cent last year to 10.3 billion yuan, according to Haitong estimates.

At Beijing-based UBSS Securities (UBSS), some IPO and private placement bankers received a 12 months' bonus last year, but are expecting around 10 months this year, two people at UBSS said.

Staff in the firm's primary equity markets team are divided into three levels, with the most junior making around 420,000 yuan a year in basic pay, while a managing director could command up to 2.5 million yuan, according to one banker. UBS declined to comment.

Primary markets executives are likely to outdo their colleagues on the trading desks again in the coming year, as money flowing into several expected IPOs may drain liquidity from the broader market, said Jiahe Chen, chief economist at Cinda Securities. Reuters

**[China's] secondary market is down considerably from its amazing bull run, which means sales and trading compensation should be lower**

BENJAMIN QUINLAN, CEO, QUINLAN & ASSOCIATES

CAREER GUIDE

## Non-profit motive

Whether following a longstanding calling or seeking a mid- or late-career change, job hunters who seek soul-satisfying work usually look for opportunities in the non-profit sector. And end up frustrated.

Most have CVs that trumpet skills or experience prized by for-profit employers. The attributes are transferable, but the presentation usually needs to be adapted.

Here are some ideas about how to shine in a non-profit job search.

Get to know the sector's leaders in your community. Attend gatherings, major foundation events and other occasions to meet people who do what you want to do. Shake a lot of hands. Ask questions about their work and their needs.

Watch non-profit job boards or individual postings by the non-profits you target in your job search. Then rewrite your CV so that each application styles your experience and interests to fit the qualifications listed in the posting.

Don't use a cover letter or goals statement to say what you want from the non-profit job. Say what you would contribute to meet the non-profit's needs.

Be aware of financial or fundraising pressures. Except at the very pinnacle of non-profit organisations, you need to prepare for and readily accept that you'll likely earn less than you've been making. Don't say you can if you really can't.

Reflect positivity. A can-do attitude counts in all organisations but is especially important in non-profits that deal with human illness, suffering, abuse and other sad facts of life.



Illustration: Thinkstock

### Use your cover letter to say what you can contribute

Emphasise your ability to work in a team. Most non-profits need people to wear different hats, fill in for each other and be happy using multiple skills instead of filling a narrow niche.

Aside from making a difference, there are other worthy reasons for working in the non-profit sector. Many positions are hands-on and aren't apt to be outsourced abroad or lost to automation. Also, most health, social service and development (fundraising) jobs will grow along with the ageing boomer population.

AP

**Diane Stafford is a business, economics and workplace writer.**

CAREER TRACKER



**Ricky Cheng**  
BDO

Cheng has been named director and head of risk advisory at BDO. He specialises in assisting clients in managing their internal audit function and meeting corporate governance requirements in both China and Hong Kong. Cheng has 20 years of risk and assurance experience, and is a fellow of the Hong Kong Institute of Certified Public Accountants and Association of Chartered Certified Accountants.



**Kitty Yip**

HLB Hodgson Impey Cheng Taxation Services Yip takes over as director of the taxation department, having joined HLB Hodgson Impey Cheng as senior manager in 2010. She has extensive experience in handling tax compliance, advisory and planning engagements for multinational corporations, privately owned businesses, investment funds and individuals, and she specialises in Hong Kong and international taxation.



**Masaki Sugawara**  
J Safra Sarasin

Sugawara joins J Safra Sarasin as managing director, client advisory. He has more than 20 years of experience as a private banker, beginning his career in Tokyo in 1994 before moving to Hong Kong in 2002. Sugawara joins J Safra Sarasin from Deutsche Bank Private Wealth Management, where he was director, Japan market. He holds a BA in economics from Kobe University.

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CAREER DOCTOR

## What can I do about my 'chief' concern?

More and more people seem to be getting the word "chief" in their titles and although I used to be cynical towards the practice, the "upgrading" of some of my peers in the industry is making me feel left behind. I'm head of product and services at a fairly large software company and I know one or two people who do very similar jobs to what I do at other companies but with titles like "Chief

Experience Officer". I'm thinking that the more this happens, the less important and old-fashioned those without "chief" in their title will look to the job market. Am I being silly and if not, how do I start a conversation on a title upgrade? How can I back up my argument? *Herman68*

I have to admit to the same sentiments when I look at the titles in many of my peers' LinkedIn accounts or even on their business cards, so you are not alone.

The truth is, titles are important to professionals but this may not tell the whole story. Both recruitment consultants like me and companies will look at a candidate's job content and salary level, as well as job title, before deciding if a title with a "chief" in it is well deserved.

**Tiffany Wong is associate director of the human resources division and transactional services division at Robert Walters Hong Kong.**

I have seen a lot of candidates with inflated titles but their salary will reflect how genuine their title is. For example, I would expect a CEO's salary to be over the HK\$1.5m level, and anything substantially lower than that will tell me the title may not mean much. Their performance during interview is also a strong indicator, especially if they are not up to par.

Every industry has its own salary range as a benchmark or indicator on how much a candidate should be paid, based on title, years of experience, job responsibilities and number of direct reports. Many smaller companies will give an inflated title to compensate for a lower salary and lesser benefits.

Most large organisations have their own hierarchy for all offices across the globe, so even if you ask for a title upgrade, you may not be able to get it straight away if it does not fit into the whole hierarchy. Many structured companies will not create a new title for just one employee as there are a lot of considerations to take into account, including internal equity.

However, if your company does not have such a structure in place, my suggestion would be to broach the subject during your internal meeting and share with your managers how other players in the market are positioning their titles. Do research on your closest competitors to ensure that they have revamped their titles as well. Tell your managers how this will affect your work quality if your title is not changed or your market perception if your title remains the same.

For a company to decide that a change in title is called for, there should be a genuine business need. So do expect to be asked to prepare a business case and go through several rounds of discussions including one or two with global offices so as to make sure titles are aligned.

For our doctors' previous diagnoses, visit [www.cpjobs.com/hk/careerdoctor](http://www.cpjobs.com/hk/careerdoctor). You can also send your job-related queries there, which might be picked for publication.



Photo: Thinkstock






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A solid foundation is essential in building a career in Property and Construction

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ENGINEERING & TECHNOLOGY



**Ronald Lu & Partners (RLP)**, established in Hong Kong in 1976, is an award-winning practice specializing in architectural and interior design and master planning. The firm has completed and is engaged in wide variety of projects, including large-scale integrated urban developments, transit-oriented development, commercial buildings, residential developments, and cultural and public developments. **RLP** has received over 130 local and international accolades for its exceptional projects, in particular the Zero Carbon Building, Academic 3 of the City University of Hong Kong, the China Resources Building and S K Yee Healthy Life Centre. **RLP** has been ranked as a Top 50 architectural firm by UK's Building Design "bd" magazine in 2016.

**RLP** has offices in Hong Kong, Beijing, Shanghai, Guangzhou and Shenzhen, housing its strong team of over 600 professionals. Committed to charity and social responsibility, **RLP** has been awarded the Caring Company Logo for six years in a row.

Applicants are invited for the following post for the project of **"Contract SDE002 - Demolition, Site Formation, Geotechnical, Tree Removal & Transplanting Works, and Associated Works for Integrated Rehabilitation Services Complex at ex-Siu Lam Hospital Site, Tuen Mun"** :

**Resident Assistant Structural Engineer (Ref. CP\_15105RASE)**

*The minimum qualifications required for the post of Resident Assistant Structural Engineer shall be as follows:*

- A bachelor's degree in civil or structural engineering with relevant experience
- 3 years of post-qualification relevant experience
- Met the language proficiency requirements of Level 2\* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent

*[Note \* Grade E in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to Level 2 in Chinese Language and English Language in the 2007 HKCEE and henceforth.]*

**Resident Assistant Geotechnical Engineer (Ref. CP\_15105RAGE)**

*The minimum qualifications required for the post of Resident Assistant Geotechnical Engineer shall be as follows:*

- A bachelor's degree in civil or geotechnical engineering with relevant experience.
- 3 years of relevant experience in the field of civil, structural or geotechnical engineering.
- Grade E or above in English Language (Syllabus B) and in Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.
- Category (III) supervision who is equivalent to Technically Competent Person (TCP) T3 of the Registered Geotechnical Engineer (RGE) stream specified in the Code of Practice for Site Supervision 2009 to be full time on site.

**Resident Clerk of Works (Ref. CP\_15105RCOW)**

*The minimum qualifications required for the post of Resident Clerk of Works shall be as follows:*

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- 6 years' relevant post-qualification experience.
- Met the language proficiency requirements of Level 2\* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent

*[Note \* Grade E in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to Level 2 in Chinese Language and English Language in the 2007 HKCEE and henceforth.]*

**Resident Field Officer I (Ref. CP\_15105RFO)**

*The minimum qualifications required for the post of Resident Field Officer I shall be as follows:*

- Diploma in an appropriate discipline from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- At least 3 years' relevant post qualification experience including landscape projects, countryside / flora / wildlife field survey and management.
- Met the language proficiency requirements of Level 2\* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.


*[Note \* Grade E in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to Level 2 in Chinese Language and English Language in the 2007 HKCEE and henceforth.]*

Employment will be on a contract basis for a period of 13 to 45 months commencing from February 2017 tentatively with possible extension subject to works condition. The remuneration package will be commensurate with the candidate's qualification and experience.

Interested parties please send full resume giving details of qualifications and experience, expected salary, date available and contact number to: **Human Resources Department, Ronald Lu & Partners (Hong Kong) Ltd, 33rd Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or e-mail to [recruit@rlphk.com](mailto:recruit@rlphk.com)

Information provided will be used for the purpose of employment application only.

*We shape a better world*



Arup has been appointed as the consultant by the Environmental Protection Department, the Government of the Hong Kong Special Administrative Region (HKSAR) for Agreement No. CE 72/2014 (EP) Waste Electrical and Electronic Equipment Treatment and Recycling Facility (WEEETRF).

The scope of works includes the construction of the WEEETRF at EcoPark Phase II, Tuen Mun. The contract is multidiscipline in nature and encompasses WEEE receiving, weighing and storage systems, hazardous material extraction systems, dismantling systems, shredding systems, sorting systems, refurbishment systems and the associated building structures and civil works.

We now invite applications for the following resident site staff position. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment. The incumbents may be required to work irregular hours and the actual arrangement will be determined by their supervisors.

**RESIDENT QUANTITY SURVEYOR (Job Number: HON000094)**



**Qualifications & Experience required**


- Corporate Membership of the Hong Kong Institution of Surveyors in Quantity Surveying Division or equivalent
- At least 2 years of relevant post-qualification experience

Appointment will be made on contract term in accordance with the prevailing government's terms and conditions.

For Interested applicants, please apply online via our career website at <http://www.arup.com/Careers/ExperiencedHires/ApplyForAJob> and search **Job Number: HON000094** on or before 24 February 2017.

Personal data collected will be used for recruitment purpose only. Applicants not contacted within 8 weeks may consider their applications unsuccessful.





**Drainage Services Department Contract No. DC/2013/04**

**Outlying Islands sewerage, stage 2 – Lamma village sewerage phase 2, package 1**

**AECOM ASIA Co. Ltd.** - invites applications for a range of Resident Site Staff positions for contract administration and construction supervision of the above contract. The works comprise construction of a sewage pumping station and village sewers for 13 unsewered areas in Yung Shue Wan of Lamma Island.


**RESIDENT WORKS SUPERVISOR II Ref. No: RWSII/9852/WUD**

- Candidates should have Certificate from a HKSAR technical institute or equivalent in an appropriate discipline or completed technician apprenticeship.

**Conditions:** Appointments will be made on Agreement Term with AECOM Asia Co. Ltd. in accordance with the prevailing Government's terms and conditions for the employment of Resident Site Staff. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) to carry out supervision duties in relation to the works when required.

Interested parties please send full resume with availability, contact telephone no. and salary expected by **17 February 2017** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, NT.** or email to [siterecruiter-hk@aecom.com](mailto:siterecruiter-hk@aecom.com). Reference number should be quoted on the application and envelope.

Personal data collected will be used for recruitment purposes only. The Company will retain the applications for a maximum period of 12 months after which their personal data will be destroyed.



**MANNINGS**  
(Asia) Consultants Limited

have been appointed as the consultant by the Highways Department, the Government of the Hong Kong Special Administrative Region for the design and construction of the provision of barrier-free access facilities for highway structures.

The Works comprises the provision of 14 passenger lifts for 6 existing footbridges and 2 existing subways at 8 locations located in 4 districts over New Territories. The works consist of associated civil/ structural/geotechnical works, electrical and mechanical works, modification and demolition of the existing footbridges/subways, road and drainage works, landscaping works, lighting works, and site investigation works.

The employment will be made in accordance with the prevailing Government's terms and conditions. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and Public Holidays).

The following candidates should have:

**(1) RESIDENT ENGINEER (CIVIL) (Ref: J1028/RE(C)/01)**

- Corporate Member of the Hong Kong Institution of Engineers in appropriate discipline elected after 5 December 1975 or equivalent in an appropriate discipline and with at least 2 years relevant experience.

**(2) ASSISTANT RESIDENT ENGINEER (CIVIL) (Ref: J1028/ARE(C)/02)**

- Degree from University or equivalent in an appropriate discipline and with relevant experience.
- Relevant practical training and/or experience satisfying the training requirements for Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) or equivalent.

**(3) RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: J1028/RSSO(Q)/03)**

**(4) RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: J1028/RSSO(E)/4)**

- 5 passes in HKCEE including English (Syllabus B) at grade E and Mathematics at grade C, plus a certificate from Technical Institute in an appropriate discipline with at least 7 years relevant experience inclusive of at least 4 years relevant post-qualification experience; OR
- Higher Certificate from Technical College or Diploma from Technical Institute or equivalent in an appropriate discipline with at least 4 years relevant post-qualification experience.

**(5) RESIDENT INSPECTOR OF WORKS (CIVIL) (Ref: J1028/RIOW(C)/05)**

- Diploma from Technical Institute or equivalent in an appropriate discipline with at least 7 years relevant post-qualification experience; OR
- Higher Certificate from Technical College or equivalent in an appropriate discipline, with at least 8 years relevant experience inclusive of at least 5 years relevant post-qualification experience; OR
- At least 4 years appropriate experience as AIOW in a Government or quasi-Government project.

**(6) RESIDENT ASSISTANT INSPECTOR OF WORKS (CIVIL) (Ref: J1028/RAIOW(C)/06)**

- Diploma from Technical Institute or equivalent in an appropriate discipline with at least 3 years relevant post-qualification experience; OR
- Higher Certificate from Technical College or equivalent in an appropriate discipline, with at least 4 years relevant experience inclusive of at least 1 year relevant post-qualification experience; OR
- Higher Certificate from Technical College or equivalent in an appropriate discipline, with at least 4 years relevant experience inclusive of at least 1 year as WS in a Government or quasi-Government project; OR
- At least 3 years appropriate experience as WSI in a Government or quasi-Government project.

**(7) RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: J1028/RWSI(C)/7)**

- Certificate from Technical Institute or equivalent in an appropriate discipline or completed a technician apprenticeship.
- At least 3 years relevant post-qualification experience.

**(8) RESIDENT CLERICAL ASSISTANT (Ref: J1028/RCA/8)**

- Completion of Form IV (subjects studied should include Chinese Language, English Language, and Mathematics), or equivalent with at least 1 year relevant experience.

**Please do not apply for more than one post in each application.**

We offer salary commensurate with qualifications and experience. Please apply before 25 February 2017, with full resume, availability, present salary, contact telephone number, email address, and quoting Reference Code to:

**THE HUMAN RESOURCES MANAGER, MANNINGS (ASIA) CONSULTANTS LTD., 5TH FLOOR WINNING COMMERCIAL BUILDING, 46-48 HILLWOOD ROAD, TSIM SHA TSUI, KOWLOON, HONG KONG**

OR by e-mail to: [hr@manningasia.com](mailto:hr@manningasia.com)

Applications and personal data collected will be used for recruitment purposes only. Applications not being contacted within 3 months may consider their applications unsuccessful.



**FUGRO (HONG KONG) LIMITED**  
**輝固(香港)工程顧問有限公司**

**CEDD Contract No. GE/2017/01**  
**Landslip Prevention and Mitigation Programme, 2014, Package A**  
**Landslip Prevention and Mitigation Works**

Fugro (Hong Kong) Limited, an international consulting firm of Fugro N.V. Groups, has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department, to supervise the landslip prevention and mitigation works contract for slopes in Hong Kong Island, Kowloon and New Territories.

We have vacancies for the following posts of resident site staff (RSS) who meet the minimum qualification and experience. The construction works are scheduled to commence in June 2017 for about 27 months.

**Resident Engineer (Ref: RE/2017/01)**

**Minimum Qualification and Experience:**

- Corporate Membership of the Hong Kong Institution of Engineers (Civil or Geotechnical Discipline) elected after 5th December 1975 or equivalent, and with relevant experience.

**Resident Works Supervisor I (Ref: RWSI/2017/01)**

**Minimum Qualification and Experience:**

- (a) Certificate from a Technical Institute in HKSAR or equivalent in an appropriate discipline with minimum 3 years relevant post-qualification experience; or
- (b) Completed a technician apprenticeship with minimum 3 years relevant post-qualification experience.

**Assistant Resident Engineer (Ref: ARE/2017/01)**

**Minimum Qualification and Experience:**

- Satisfy the academic requirements in full for Corporate Membership of the Hong Kong Institution of Engineers (Civil or Geotechnical Discipline) or equivalent with minimum 3 years relevant post-qualification experience.

**Resident Assistant Inspector of Works (Ref: RAIOW/2017/01)**

**Minimum Qualification and Experience:**

- (a) Diploma from a Technical Institute in HKSAR or equivalent in an appropriate discipline with minimum 3 years relevant post-qualification experience; or
- (b) Higher Certificate from a Technical College in HKSAR or equivalent in an appropriate discipline with minimum 4 years relevant experience inclusive of 1 years relevant post-qualification experience; or
- (c) Minimum 3 years appropriate experience as Work Supervisor I in a Government or quasi-Government project.

**Resident Survey Officer (Quantity) (Ref: RSO(Q)/2017/01)**

**Minimum Qualification and Experience:**

- (a) 5 passed in HKCEE, including English Language (Syllabus B) at Grade E and Mathematics at Grade C, plus Certificate from a Technical Institute in HKSAR in an appropriate discipline and with minimum 3 years relevant post-qualification experience; or
- (b) Higher Certificate from a Technical College in HKSAR or Diploma from a Technical Institute in HKSAR or equivalent in an appropriate discipline.

**Terms of Appointment:**

Appointments will be made on Agreement Term with Fugro (Hong Kong) Limited for a period between 15 months and 27 months in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualification and experience.

Confidential application including full details of academic qualifications, working experience and safety training, copies of qualification certificates and employment references, availability, present and expected salary, contact telephone number shall be sent to : The Project Director, Fugro (Hong Kong) Ltd., 7/F., Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong, on or before 15 March 2017 (Please quote the ref. no. on the application and envelope).

Preference will be given to those candidates who have attended the mandatory basic safety training courses. Applicants who have not been contacted within 2 months from the close of application may assume their application unsuccessful.

Personal data collected will be used for recruitment purpose only.

**Labour Relations Officer (Ref: LRO/2017/01)**

**Minimum Qualification and Experience:**

- (a) Attained 5 subjects at Grade E or above in HKCEE including English Language (Syllabus B), Chinese Language and Mathematics or equivalent;
- (b) Full-time working experience on personnel management / human resources related duties and good job records, preferably have completed a post secondary certificate programme on human resources or personnel management;
- (c) Good computer knowledge preferably with past experience on the operation of a computerized smart-card system; and
- (d) Good command of both oral and written English and Chinese.

**Resident Clerical Assistant (Ref: RCA/2017/01)**


**Minimum Qualification and Experience:**

- (a) Form IV, subjects studied including English Language and Chinese Language.



ENGINEERING & TECHNOLOGY

GENERAL



Arcadis Design & Engineering Limited,  
Ove Arup & Partners Hong Kong Limited,  
and Black & Veatch Hong Kong Limited

The leading international consulting engineering companies have been appointed by the Highways Department as the Consultants for Agreement No. CE 58/2000 – Widening of Tolo Highway / Fanling Highway between Island House Interchange and Fanling – Design and Construction Assignment.

The widening works are carried out in two stages. The Stage 1 works are completed and the Stage 2 works are being constructed under the Contract No. HY/2012/06 with widening of Fanling Highway from a dual three-lane to dual four-lane carriageway from Tai Hang to Wo Hop Shek Interchange. This Contract commenced in July 2013 and is to be completed in 2019. We now invite applicants for the following Resident Site Staff positions for Contract No. HY/2012/06:

**Resident Inspector of Works (Ref: TOLO3/RIOW/001/2017)**

Candidates should have

- either (i) a Diploma from a Technical Institute or equivalent in Civil Engineering or an appropriate discipline, with at least 7 years of relevant post-qualification experience;
- or (ii) a Higher Certificate from a Technical College or equivalent in Civil Engineering or an appropriate discipline, with at least 8 years of relevant experience inclusive of 5 years' relevant post-qualification experience;
- or (iii) at least 4 years of appropriate experience as Assistant Inspector of Works in a Government or quasi-Government projects.

**Resident Technical Officer (Ref: TOLO3/RTO/002/2017)**

Candidates should have

- either (i) at least 5 passes in the HKCEE including English Language (Syllabus B) and Mathematics at a minimum of Grade E and Grade C respectively, plus a Certificate from a Technical Institute in an appropriate discipline, with at least 3 years of relevant experience;
- or (ii) a Higher Certificate from a Technical College or Diploma from a Technical Institute or equivalent in an appropriate discipline;
- post-qualification experience in setting up, administration and supports of computer systems in local area network (LAN) environment is essential

**Resident Surveying Officer (Quantity) (Ref: TOLO3/RSO(Q)/003/2017)**

Candidates should have

- either (i) at least 5 passes in the HKCEE including English Language (Syllabus B) and Mathematics at a minimum of Grade E and Grade C respectively, plus a Certificate from a Technical Institute in an appropriate discipline, with at least 3 years of relevant post-qualification experience;
- or (ii) a Higher Certificate from a Technical College or Diploma from a Technical Institute or equivalent in an appropriate discipline

**Resident Works Supervisor I (Bridge) (Ref: TOLO3/RWSI(B)/004/2017)**

Candidates should have

- either (i) a Certificate from a Technical Institute or equivalent in an appropriate discipline, with at least 3 years of relevant post-qualification experience;
- or (ii) completed a technician apprenticeship, with at least 3 years of relevant post-qualification experience

**Resident Artisan (Civil) (Ref: TOLO3/RA(C)/005/2017)**

Candidates should have

- either (i) completed a full apprenticeship in an appropriate trade or other approved course of practical training;
- or (ii) at least 4 years' experience in an appropriate trade

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions.

Appointments will be made on contract term with either Arcadis Design & Engineering Limited or Ove Arup & Partners Hong Kong Limited or Black & Veatch Hong Kong Limited, in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications and experience.

Confidential applications with full resume, availability and contact telephone numbers, quoting Post Reference on the application and envelope, should be sent by 24 February 2017, the latest, to: **Human Resources Department, Black & Veatch Hong Kong Limited, 25/F, Millennium City 6, 392 Kwun Tong Road, Kowloon, Hong Kong or via fax: 2693 1231 or via email: [career.hk@bv.com](mailto:career.hk@bv.com)**

Applicants are advised that if no response has been received within two months from 27 March 2017 their applications should be considered unsuccessful. (Personal data collected will be used for recruitment purpose only. The companies will retain the applications for a maximum period of 12 months after which their personal data will be destroyed.)



JACOBS

JACOBS China Limited  
Civil Engineering and Development Department  
Contract No. GE/2015/07  
**Landslip Prevention and Mitigation Programme, 2011, Package G, Landslip Prevention and Mitigation Works**

JACOBS China Limited's consultancy services offered include feasibility studies, investigation, design, contract administration and site supervision of all areas of civil, highway, railway, geotechnical and building engineering. Other services include asset management and risk assessment, building surveying and structural maintenance, quality assurance, conservation and restoration, project management and forensic engineering.

We are now seeking candidates to fill the following vacancies on the Resident Site Staff team for the above Contract. This project was commenced in May 2016 and will be completed in May 2018 tentatively. Applications are invited for the following positions:

**RESIDENT WORKS SUPERVISOR I (Ref S1108)**

Candidates should have either:

- (i) Certificate from a Technical Institute or equivalent in Civil Engineering with at least 3 years' relevant post qualification experience; or
- (ii) Completed a technician apprenticeship with at least 3 years' relevant post qualification experience.

**RESIDENT WORKS SUPERVISOR II (Ref S1109)**

Candidates should have either:

- (i) Certificate from a Technical Institute or equivalent in Civil Engineering; or
- (ii) Completed a technician apprenticeship.

Conditions: Appointments will be made with JACOBS China Limited in accordance with the prevailing Government's terms and conditions. Salary will commensurate with qualifications and experience.

Please apply with full resume, copies of certificates & employment references, availability, present salary and contact telephone number to: **The Human Resources Manager, JACOBS China Limited, 15/F, Cornwall House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong.** or by Fax (No. 2565-5561) or by e-mail at [humanresources.hk@jaco.com](mailto:humanresources.hk@jaco.com) by **20 February 2017.** (Please quote the Ref. No. on the application.)

Personal data provided by applicants will be used strictly in accordance with our personal data policy and for recruitment purpose only. Candidates who have not been contacted within 8 weeks after the deadline may assume their application unsuccessful. All personal information collected will be destroyed after 12 months.



香港房屋委員會  
Hong Kong Housing Authority

**Building Services Engineering Graduate (Temporary Training Vacancy)**

**Maintenance Surveying Graduate (Temporary Training Vacancy)**

**Training Honorarium: \$20,980 per month**

**Closing Date for Application:**  
17 February 2017

**Tel. Enquiry: 2761 7627**

Please visit the Housing Authority website at <http://www.housingauthority.gov.hk> for information about the post.



HONG KONG HOUSING SOCIETY  
香港房屋協會

Hong Kong Housing Society is a non-government organization aiming to serve the needs of the Hong Kong community in housing and related services. We strive to be a world-class housing solution provider and innovator with leadership in quality, value for money and management. We put **Customer, Quality, Talent and Prudence** as the core values that support our guiding principles.

**Head of Information Technology (Ref: H-IT)**

**The Job:**

- As a member of the Senior Management Team, the incumbent is commissioned to lead and inspire the IT Team in providing innovative IT services.
- Plan and direct the overall activities including application development, network operations, database administration, asset management, training and IT support operations.
- Identify and recommend the most appropriate IT technologies, organisation infrastructure and IT projects. Derive IT plans and strategies with reference to the business objectives and strategies and manage the annual IT budget.
- Partner with user departments to identify potential areas to enhance productivity, maintain effective lines of communication throughout HKHS' operations to understand their present and future needs and systems requirements.
- Identify outsourcing opportunities and partners, evaluate and monitor contractors' performance where applicable.

**The Person:**

- Degree holder in Computer Science or related disciplines, preferably with a postgraduate degree/diploma in Management.
- Minimum 15 years' experience in IT, of which at least 6 years in a senior managerial position in sizeable organizations.
- Hands-on management experience in budget preparation, strategic planning, infrastructure implementation, business solution delivery and operations of various components of IT services.
- Strong leadership, communication and interpersonal skills.

Attractive remuneration package will be offered to suitable candidates. To apply, please send your application with full resume and reference quoted to **Human Resources Manager** by fax: **2882 4466** or through online application: <http://www.hkhs.com/online/recruit>

Applicants not invited for interview within 8 weeks may consider their applications unsuccessful.

You are welcome to visit our website [www.hkhs.com](http://www.hkhs.com) to learn more about us.

Personal data provided by job applicants will be used strictly in accordance with the Housing Society's personal data policies which is available in our website and obtainable upon request. Applicants may be considered for other suitable positions within the Housing Society and all personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercises.



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The Famous Bar & Restaurant in the Tsim Sha Tsui

AS WE MOVE FORWARD TO SERVE OUR CUSTOMRES BETTER, WE NEED YOU TO BE A PART OF IT. JOIN US NOW!

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**2) SHISHA MAKER**  
**3) FOOD & BEVERAGE ASSISTANT MANAGER**  
**4) BUSINESS DEVELOPMENT MANAGER**  
**5) MARKETING MANAGER**  
**6) WAITRESS & WAITER**

As a family-friendly employer, we offer an attractive remuneration package, incentive scheme, medical insurance and challenging career path to the right candidate. Interested parties, please send resume with your current and expected salary to us by email: [hr@moderationwtb.com](mailto:hr@moderationwtb.com) OR call us: 31688-8568 for arrangement interview.

# Shadow a CEO Programme

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**Susanna Chiu**  
Director & Group  
Chief Representative Eastern China  
LI & FUNG DEVELOPMENT (CHINA) LTD



**Ludovic Lang**  
Sales and Bids Director  
Thales Transport & Security (HK) Ltd



**Oliver Hui**  
VP, Sales, TeS APAC  
Thales Critical Information Systems & Cybersecurity, Asia Pacific



**Christine Ip**  
Chief Executive Officer - Greater China  
United Overseas Bank



**Ivan Wong**  
Managing Director  
UA Cinema Circuit Limited

**Timeline:**



Registration  
Now till  
Mar 14

First interview  
Mar 15

Final interview  
Mar 22 - Apr 7

Programme kick-off  
May 1 - Jun 9  
(Any 3 days)

Post-programme coverage  
Jun 24

**How to apply**

1. Sign up via <https://careerforum.scmp.com/shadow-a-ceo-programme> on or before Mar 14.

2. Submit your résumé and a short essay of maximum 350 words entitled "Why I should be selected for the Shadow a CEO Programme" by March 14 (12 noon) to [classifiedpost@scmp.com](mailto:classifiedpost@scmp.com), and bring a hardcopy to the event.

**Note**

- A maximum of 30 finalists will be selected for final interviews by participating companies.
- Classified Post will allocate 6 finalists to each of the participating companies in which 3 winners will be selected.
- Announcement of winners will be published in Classified Post on Apr 22.

Get certificated  
Individuals who have successfully completed the programme will be rewarded a certificate of participation.

Register now at [careerforum.scmp.com/shadow-a-ceo-programme](https://careerforum.scmp.com/shadow-a-ceo-programme)

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South China Morning Post





# BUILD YOUR CAREER

A solid foundation is essential in building a career in Property and Construction

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## ENGINEERING & TECHNOLOGY

### Drainage Services Department

Agreement No. CE30/2006 (DS)

Yuen Long and Kam Tin Sewerage and Sewage Disposal – Design and Construction

Contract No. DC/2011/02 - Construction of Lau Fau Shan Trunk Sewerage and Drainage

AECOM Asia Co. Ltd. invites applications for a range of Resident Site Staff positions for contract administration of the Contract No. DC/2011/02 - Construction of Lau Fau Shan Trunk Sewerage and Drainage The Contract comprises construction of about 2 kilometers of trunk sewers in Lau Fau Shan, construction of a new sewage pumping station near Deep Bay Road and about 0.6 kilometers of stormwater drains at Lau Fau Shan Road.

**RESIDENT ENGINEER** Ref. No: RE/9851/WUD

Candidates should have:-

- Corporate Member of the Hong Kong Institution of Engineers or equivalent in appropriate discipline elected after 5 December 1975 or equivalent and with relevant experience.

The employment period of the post will be end in September 2017. The candidate will mainly deal with contract finalization works.

**Conditions:** Appointments will be made on Agreement Term with AECOM in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications and experience. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) to carry out supervision duties in China when required.

Confidential applications with full resume, availability and contact numbers should be sent by **17 February 2017** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, N.T.** or email to **siterecruiter-hk@aecom.com**. (Please quote the **REF NO.** on the application letter and envelope)

Personal data collected will be used for recruitment purposes only. The Company will retain the applications for a maximum period of 12 months after which their personal data will be destroyed.

### Civil Engineering & Development Department

Agreement No. CE 10/2014(CE)

Development of Anderson Road Quarry Site

AECOM Asia Co. Ltd. invites applications for a range of Resident Site Staff position(s) for contract administration of the Development of Anderson Road Quarry (ARQ) Site Project. The works include site formation and infrastructure works within the ARQ site which will provide about 40 hectares of land platform for housing development, commercial uses, government, institution or community facilities, open space and amenity areas, etc. In addition, a series of pedestrian connectivity facilities will be constructed to enhance the pedestrian connectivity between the ARQ site, housing estates in the vicinity and Kwun Tong town centre. The works commenced by phases starting from December 2016.

**RESIDENT LANDSCAPE ARCHITECT** Ref. No: RLA/9875/TRA

- Candidates should be Corporate Members of the Hong Kong Institute of Landscape Architects or equivalent; and have at least 3 years relevant post-professional qualification experience.

**SENIOR RESIDENT QUANTITY SURVEYOR** Ref. No: SRQS/9876/TRA

- Candidates should be Corporate Members of the Hong Kong Institute of Surveyors Quantity Surveying Division or equivalent; and have at least 5 years relevant post-professional qualification experience.

**RESIDENT LAND SURVEYOR** Ref. No: RLS/9877/TRA

- Candidates should be Corporate Members of the Hong Kong Institute of Surveyors Land Surveying Division or equivalent and with relevant experience.

**RESIDENT FIELD OFFICER I** Ref. No: RFOI/9878/TRA

- Candidates should have Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 3 years relevant post-qualification experience including landscape projects, countryside/flora/wildlife field survey and management.

**RESIDENT TECHNICAL OFFICER (IT)** Ref. No: RTO(IT)/9879/TRA


- Candidates should have 5 passes in HKCEE or equivalent including English Syllabus B at grade E or above and Mathematics at grade C or above, plus Certificate from a HKSAR technical institute in an appropriate discipline with at least 3 years relevant experience; or Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

**Conditions:** Appointments will be made on Agreement Term with AECOM Asia Co. Ltd. in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications and experience. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) to carry out supervision duties in Hong Kong, China or any designated workplace when required.

Confidential applications with full resume, availability and contact numbers should be sent by **24 February 2017** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, N.T.** or email to **siterecruiter-hk@aecom.com**. (Please quote the REF NO. on the application letter and envelope)

Personal data collected will be used for recruitment purposes only. The Company will retain the applications for a maximum period of 12 months after which their personal data will be destroyed.

## GENERAL



### PLANNING DEPARTMENT

#### Systems Development and Support Officer (Non-Civil Service Vacancy)

Salary: HK\$39,350 per month

Closing Date for Application: 17 February 2017

Tel. Enquiry: 2231 5011


Please visit GovHK at <http://www.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store for information about the post.

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## GENERAL



### 香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

**CUHK Jockey Club Institute of Ageing**

The CUHK Jockey Club Institute of Ageing is established to support the University's aspiration to overcome the challenges brought by the ageing population to society. The Institute synergises the research personnel and efforts on ageing across disciplines to promote and implement holistic strategies for active ageing through research, policy advice, community outreach and knowledge transfer. Further information about the Institute is available at <http://www.ioa.cuhk.edu.hk>.

**(1) Project Co-ordinator II (carrying the job title of 'Project Manager')**  
(Ref. 1700003Q) (closing date: February 14, 2017)


Applicants should have (i) a good Bachelor's degree; (ii) substantial years of post-qualification experience, preferably in the elderly service sector; (iii) excellent communication and interpersonal skills; (iv) strong verbal, written and presentation skills in both English and Chinese; and (v) the ability to work closely in a team as well as to work independently. The appointee will (a) engage and form partnerships with different stakeholders, including funding organisations, District Councils, NGOs and other relevant Government authorities; (b) conduct baseline and final assessment, and prepare reports on the findings of the assessments; (c) assist in developing action plans and district-based programmes based on the findings of assessment in partnership with stakeholders; (d) evaluate the age-friendliness of the districts; (e) monitor budget for the team; (f) co-ordinate projects and events related to the Institute; and (g) perform other tasks as assigned. Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, renewable subject to good performance and mutual agreement.

**(2) Project Co-ordinator II (carrying the job title of 'Project Officer')**  
(Ref. 1700003P) (closing date: February 14, 2017)

Applicants should have (i) Bachelor's degree; (ii) at least 5 years' relevant post-qualification experience, preferably in the elderly service sector; (iii) excellent communication and interpersonal skills; (iv) strong verbal, written and presentation skills in both English and Chinese; and (v) the ability to work closely in a team as well as to work independently. The appointee will (a) assist in building up social networks in districts; (b) conduct baseline and final assessment for the districts, including collection of data; (c) develop training materials and assist in preparing action plans; (d) provide training and programmes for ambassadors; (e) evaluate the age-friendliness of the districts; (f) co-ordinate projects and events related to the Institute; and (g) perform other tasks as assigned. Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, renewable subject to good performance and mutual agreement.

**Application Procedure**

The University only accepts and considers applications submitted online for the posts above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



### MARINE DEPARTMENT

#### Assistant Marine Controller (Civil Service Vacancy)

Salary: Master Pay Scale Point 24 (HK \$43,145 per month) to Master Pay Scale Point 33 (HK\$65,150 per month)

Closing Date for Application: 17 February 2017

Tel. Enquiry: 2852 4994

Please visit GovHK at <http://www.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store for information about the post.

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# GOVERNMENT

RECRUITMENT ADVERTISEMENT FOR CIVIL SERVICE VACANCY

HONG KONG POLICE FORCE

Police Constable (Specialist) [Bandsmen]

Salary: Police Pay Scale Point 3 (HK\$22,410 per month) to Police Pay Scale Point 19 (HK\$35,860 per month) <sup>[Note (1)]</sup>

Entry Requirements :  
Candidates should  
(a) (i) have Level 2 or equivalent <sup>[Note (2)]</sup> or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) <sup>[Note (3)]</sup>, or equivalent; or  
(ii) have Level 2 <sup>[Note (4)]</sup> / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) <sup>[Note (3)]</sup>, or equivalent;  
(b) have met the language proficiency requirements of Level 2<sup>[Note (4)]</sup> or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and be able to speak fluent Cantonese;  
(c) be proficient in performing with one or more of the following musical instruments;  
(i) Western Woodwind, Brass, Percussion Instruments with Grade 8 or above Certificate from the Royal School of Music or equivalent; or  
(ii) Scottish Bagpipe or Highland Drum with Grade 3 or above Certificate of the College of Piping, UK or equivalent; or with at least 1 year of performance experience in any Pipes and Drums ensemble;  
(d) be able to pass all the selection requirements, including music audition and physical fitness test;  
(e) fulfill minimum physical standards as follows -  
Male : height 163 cm, weight 50 kg; Female : height 152 cm, weight 42 kg;  
(f) pass an initial eyesight test without the aid of any eyesight correction tools; and  
(g) be permanent resident of the Hong Kong Special Administrative Region and have resided in Hong Kong for at least seven years.

Note (1) With effect from 1st April 2009, new recruits to Police Constable (Specialist) [Bandsmen] are eligible for 4 Long Service Increments from HK\$ 32,945 (Police Pay Scale Point 16) to HK\$35,860 (Police Pay Scale Point 19) upon completion of 12, 18, 24 and 30 years of satisfactory in-rank service.

Note (2) For civil service appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

Note (3) The subjects may include Chinese Language and English Language.

Note (4) For civil service appointment purpose, "Grade C" and "Grade E" in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to "Level 3" and "Level 2" respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Duties:  
A Police Constable (Specialist) [Bandsmen] is mainly deployed on specialist duties including the following -  
(a) carrying out the day-to-day routine duties of the band, including loading / unloading / setting up of instruments and equipment for rehearsal / performance, and monitoring the security of the Band Block;  
(b) attending all the rehearsals, performances and parades organised by the Force, the HKSAR Government and other organisations;  
(c) conducting regular checks on their instruments and uniform to ensure that they are in working condition and to report to senior officers any damage and when repair or replacement is required;  
(d) enhancing their musical knowledge by attending musical courses as directed by Bandmaster or Deputy Director of Music; and  
(e) maintaining the highest standards of discipline and turn-out.

(Note: May be required to work irregular hours including evenings, weekends and public holidays, work in an area outside the HKSAR and will be subject to discipline under the Police Force Ordinance.)

Terms of Appointment: New recruit(s) will be appointed on civil service probationary terms for three years, and may be considered for appointment on the prevailing permanent terms upon satisfactory completion of the probationary period.

Basic Law Assessment: For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be accessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

How to Apply:  
Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centres or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (<http://www.csb.gov.hk>). Online application can also be made through the Civil Service Bureau's web site (<http://www.csb.gov.hk>). All subsequent selection procedures will be conducted by appointment. Submission in person is not necessary. The above information is available on the Hong Kong Police Force Homepage (<http://www.police.gov.hk>/recruitment). Completed forms should reach the below enquiry address on or before the closing date for application. Copies of detailed resume listing relevant experience, together with copies of transcript, certificates for academic/ music qualifications and proofs for working/ performing experience should also be attached. Please mark on envelope the title of the job applied for. **Incomplete applications or late applications will not be considered.** Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiry Address : Recruitment Division, Hong Kong Police Force, 37/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong.

Enquiry Telephone : 2860 3189

Closing Date for Application: 2017-03-06

EDUCATION BUREAU

Non-Civil Service Vacancies

Higher Education Division

Post (1) : Executive Manager (Higher Education)

EDB Job Code : EDB/HE/031/17

Salary : \$47,070 per month (Gratuity : 10%) (Contract Period : 1 year)

Duties : (a) To assist in the implementation and administration of scholarship schemes for local and non-local students, and subsidy schemes which provide Hong Kong students with exchange and internship opportunities in the Mainland; (b) To coordinate and liaise with relevant stakeholders, including Mainland authorities, post-secondary institutions, contractors, etc. in order to ensure the smooth implementation of the scholarship and subsidy schemes; (c) To assist in implementing initiatives related to developing Hong Kong as a regional education hub, including organising publicity activities, revamping information on the Education Bureau website and conducting policy research; (d) To assist in handling administration matters in the Higher Education Division; (e) To process public enquiries and complaints; and (f) To undertake any other duties as and when required.

Entry Requirements : (a) a Hong Kong bachelor's degree, or equivalent (holders of academic qualifications other than those obtained from Hong Kong institutions may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. Copies of official transcripts and certificates should be attached to the applications); (b) at least 6 years of full-time post-degree working experience, preferably in education or government sector, and knowledge of education and academic structure in Hong Kong; (c) excellent command of both written and spoken English and Chinese, fluent in Putonghua; (d) strong planning and analytical skills and ability to work independently under pressure; (e) outstanding communication and interpersonal skills; and (f) good knowledge of application of computer software, such as word-processing, spreadsheet, presentation and data analysis tools.

Remarks for Post (1) :  
1. For general awareness, a locally-accredited Hong Kong bachelor's degree is at Level 5 under the Hong Kong Qualifications Framework (HKQF). While there are other qualifications under HKQF Level 5, for the purpose of this recruitment exercise, only bachelor's degree is acceptable. Further information on HKQF may be accessed on HKQF's website ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)) or by phone (2836 1700).  
2. This post is open to male and female applicants.

Information Technology Management Division

Post (2) : Project Administration Officer

EDB Job Code : EDB/ITM/024/17

Salary : \$34,150 per month (Gratuity : 10%) (Contract Period : 2 years)

Duties : (a) To assist the ongoing supporting and enhancement tasks for education information systems including the Web-based School Administration and Management System (WebSAMS); (b) To support the planning, development and testing of new initiatives of the education information systems; (c) To coordinate with different users, organize and conduct seminars and training activities; (d) To liaise with schools, service providers and technical teams about the administrative / system issues related to the education information systems; and (e) To perform any other duties as assigned by the system head.

Entry Requirements : (a) A Hong Kong bachelor's degree, majoring in Information Technology, Computer Science or relevant subject, or equivalent preferred; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) Met the language proficiency requirements of Level 2 or above [See Note] in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (d) A minimum of 3 years' relevant post-degree working experience; and (e) Experience in using WebSAMS and teaching in primary/ secondary school preferred.

Note : For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Closing date of application :  
Post (1) : 17 February 2017 [On-line application is accepted]  
Post (2) : 24 February 2017

How to apply : You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>). To apply, please send the completed application form to the address below on or before the closing date for application. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>).

Address and Enquiry Telephone :  
Post (1) : Higher Education Division, Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tei Mei Avenue, Tamar, Hong Kong (Tel : 3509 7398)  
Post (2) : Information Technology Management Division, Education Bureau, Room 2327, 23/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel : 3540 7358)



香港特別行政區立法會  
LEGISLATIVE COUNCIL  
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

LEGISLATIVE COUNCIL SECRETARIAT

Assistant Information Technology Officer

The mission of the Legislative Council Secretariat is to provide efficient administrative, secretariat and research support for the Legislative Council, enhance community understanding of the activities of the Council and ensure an effective avenue for redress. The Secretariat is looking for a high calibre individual to fill the position of Assistant Information Technology Officer.

Main duties  
The main duties of an Assistant Information Technology Officer include:  
(a) providing technical and application support for various information and communication technology projects; and  
(b) assisting the team leaders in the application and system development, electronic system implementation, programming, system analysis and design, system and data migration, technical and system infrastructure installation, user acceptance testing, system integration, user training, production rollout and support.

The appointee will be required to work irregular hours subject to operational needs.

Entry requirements  
Candidates should:  
(a) have a recognized Diploma or above, preferably with an Associate Degree in Computer Science, or equivalent;  
(b) have obtained (i) Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent; or (ii) Level 2/Grade E or above in Chinese Language and English Language ("Syllabus B" before 2007) in the Hong Kong Certificate of Education Examination, or equivalent;  
(c) have at least five years' relevant working experience, preferably in (i) the implementation of large-scale web-based applications development using Microsoft SQL Servers 2012/2014/2016 databases and ASP.NET 4.5/4.6 application development environment; or (ii) the development of XML/XSLT/XQuery/SPARQL/RDF, mobile applications on iOS and Android platforms and Web API, and interactive multimedia web content in HTML, WordPress, JavaScript, PHP, MySQL, JQuery and Adobe Creative Suite software products; or (iii) the administration and support of Microsoft Windows Server 2012/2016; or (iv) the implementation, support, maintenance and integration of electronic system;  
(d) have excellent command of written and spoken Chinese and English; and  
(e) possess initiative, good communication and interpersonal skills, and be self-motivated and responsible.

Preference will be given to those who possess the following information technology professional certifications: MCSD/MCSE/MCSA.

The Secretariat may devise further criteria to shortlist applicants.

Remuneration  
The starting salary is \$29,455 per month, increasing by five annual increments to \$37,570. There is also a monthly cash allowance for the rank of Assistant Information Technology Officer (the current rate is \$695 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 10% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application  
Applications should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 27 February 2017. The position applied for should be indicated on the envelope, and an email address should also be provided in your application. Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview within eight weeks from the closing date may assume their applications unsuccessful.

(A standard application form may be downloaded from the Legislative Council Website (<http://www.legco.gov.hk>))

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Legislative Council Secretariat. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the Legislative Council Website.

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HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following positions under the **Resolution Unit (RU)**.

Senior Manager / Manager (Resolution Unit)

Key Responsibilities  
For Execution Team

- Conduct financial analysis of individual financial institutions, assess their systemic importance, and analyse the commercial and global banking operations, payment services and trading portfolios they provide
- Develop feasible and credible resolution plans for authorized institutions (AIs) as well as to determine and oversee the necessary structural changes at AIs required to remove barriers to resolvability
- Work with overseas authorities in the Financial Stability Board's (FSB's) Crisis Management Groups to establish coordinated resolution plans for cross-border financial groups containing AIs operating in Hong Kong, putting in place cooperation agreements, agreeing resolvability assessments and joint actions needed to facilitate orderly cross-border resolution
- Contribute to contingency planning to prepare for potential resolutions of individual AIs

For Policy Team

- Strengthen Hong Kong's statutory and regulatory framework for the resolution of financial institutions, including through the development of rules and regulations under the Financial Institutions (Resolution) Ordinance (e.g. local regulations to implement the FSB's Total Loss Absorbency Capacity requirements)
- Contribute to and negotiate international policy initiatives on resolution regime reform with a view to securing satisfactory outcomes for Hong Kong
- Monitor and interpret international developments on resolution to secure their effective transposition into Hong Kong law to achieve compliance with relevant international standards

Requirements

- University degree with excellent academic performance
- At least 5 years of relevant experience for the post of Senior Manager and 3 years for the post of Manager
- Good problem-solving and analytical skills, preferably with a track record of project management and delivery.
- Be a self-starter, highly motivated and capable of working autonomously, often to tight deadlines and under pressure during busy periods. Also has the ability to work effectively and efficiently as part of a team
- Knowledge of the structure and operations of financial institutions, with a sound understanding of the key elements of balance sheets and a broad understanding of financial markets
- Able to influence key stakeholders (including at the most senior management levels) with a track record of delivering results through building and maintaining strong working relationships
- Strong communication skills are essential, both written and oral, as the job will involve significant external representation.

Closing Date for Application for: 11 February 2017.

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the posts and detailed description of the work of the Resolution Unit and its two teams.

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Looking for high-flyers? Here's the perfect platform for you

GOVERNMENT

Development Bureau (Works Branch)  
Head of Tree Management Office (Civil Service Vacancy)

**THE ORGANISATION**  
The Tree Management Office (TMO) is under the Greening, Landscape and Tree Management Section in Works Branch of the Development Bureau. The TMO is the policy authority and a provider of expertise in tree management and gives policy steer on tree management matters to the executive departments.

**RESPONSIBILITIES**  
Reporting to the Head of Greening, Landscape and Tree Management Section, the Head of Tree Management Office (H/TMO) heads TMO. His/Her main duties include:

- (a) To assist in the formulation of policies and strategies on tree management from policy inception and team management through departmental implementation and public awareness;
- (b) To ensure effective implementation of the "integrated approach" to vegetation management by defining the scope of vegetation management work of executive departments; promulgating standards, guidelines and best practices at the central level; coordinating inter-departmental efforts; and resolving issues when such arise;
- (c) To provide expert advice as well as act as the authority to departments in handling complex cases;
- (d) To oversee the development, implementation and review, as appropriate, of tree risk assessment arrangements for application by departments;
- (e) To oversee the setting up and maintenance of a tree management database;
- (f) To oversee research into vegetation management policies, practices and technologies;
- (g) To liaise with government bureaux/departments and external parties on vegetation management matters, including identifying possible areas and measures for improvement; and
- (h) To assist in community involvement, public education, complaint handling and emergency response arrangement on vegetation management, including media, District Council and Legislative Council appearances.

**REQUIREMENTS**  
The candidate should have:

- (a) a degree, preferably at post-graduate level, in arboriculture or a related field such as biology, botany, forestry, horticulture, landscape architecture and landscape management from a Hong Kong university or equivalent;
- (b) a recognised qualification or certification offered by a professional institution or industry organisation on arboriculture, such as the International Society of Arboriculture, the Arboricultural Association of the UK, the European Arboricultural Council and the Arboriculture Australia, after successful completion of examination or assessment process conducted within or accredited by the institution or organisation;
- (c) senior management experience and strategic thinking relevant to tree management matters. Having policy formulation experience, including a clear understanding of the diverse policy considerations that are pertinent to the development and implementation of tree management policies and practices, along with sound knowledge of Hong Kong tree management, would be an advantage;
- (d) strong background on arboriculture, practical knowledge of and operational experience in the planning, design, implementation, management, maintenance and monitoring of tree management within an urban landscape setting;
- (e) strong project management, leadership, analytical and organisational capabilities;
- (f) good interpersonal and communication skills; and
- (g) a strong command of written and spoken English and be able to communicate in Chinese.

**PERMANENT RESIDENCY REQUIREMENT**  
Persons who are not permanent residents of the Hong Kong Special Administrative Region (HKSAR) may also apply but will be appointed only when no suitable and qualified candidates who are permanent residents of the HKSAR are available.

**REMUNERATION**  
The successful candidate is expected to take up his or her duties within 2017. The successful candidate will be appointed on civil service agreement terms for three years, renewable at the Government's discretion. H/TMO will receive a monthly salary starting from HK\$135,950 to HK\$148,750<sup>Note</sup> and will be entitled to housing benefits, vacation leave with leave passage allowance, and other benefits commensurate with a position of such seniority.

The appointee will be required to make an employee's contribution to a Mandatory Provident Fund (MPF) scheme in accordance with the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485). Upon satisfactory completion of the three-year agreement, H/TMO will be eligible for an end-of-agreement gratuity which, when added together with the Government's contribution to the MPF scheme, equals 15% of the total basic salary of H/TMO drawn during the agreement period.

*Note: The information on the salary is for reference only. The entry pay, terms of appointment and conditions of services to be offered are subject to the provisions prevailing at the time the offer of appointment is made.*

**BASIC LAW KNOWLEDGE ASSESSMENT**  
For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of the BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Under the prevailing practice, result of the BL test for degree / professional grades will constitute an appropriate weighting in a candidate's overall assessment.

**HOW TO APPLY**  
A letter of application setting out in detail why the applicant considers himself or herself suitable for the post, together with a full curriculum vitae, should be sent to **Personnel Registry (Attn: CO(P1)), Works Branch, Development Bureau, 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong** or by email to **py.fong@devb.gov.hk**. (Fax: +852 2523 5327). The closing date for applications is **24 February 2017**. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date. For enquiries, please call Senior Executive Officer (Works) Personnel / Executive Officer (Works) Personnel 1 of the Development Bureau at +852 3509 7386 or at +852 3509 7688.

**GENERAL NOTES**

- (a) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (b) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he or she will be invited to attend the selection interview without being subject to any further short-listing criteria.
- (c) Personal data provided by job applicants will be used strictly in accordance with this Bureau's personal data policies, a copy of which will be provided immediately upon request. You may contact Executive Officer (Works) Personnel 1 of the Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or direct your request to him/her by fax (Fax: +852 2523 5327).
- (d) Holders of academic qualifications other than those obtained from Hong Kong institutions or the Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessment on equivalence with the required entry qualifications. They should attach copies of their official transcript and certificates to their applications.
- (e) The vacancy information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk> and website of the Development Bureau at <http://www.devb.gov.hk>.
- (f) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (g) All applicants should pay sufficient postage for their mail items and any underpaid mail items will be returned to the sender or disposed of.

Civil Service Vacancy

Water Supplies Department

Post (1) : Artisan (Mechanical)

**Salary** : Master Pay Scale Point 5 (\$15,605 per month) to Master Pay Scale Point 8 (\$18,840 per month)

**Entry Requirements** : Candidates (a) (i) should have completed a full apprenticeship or other approved course of practical training in mechanical engineering, or equivalent <sup>(Note 1)</sup>; or (ii) should have at least three years' experience in mechanical engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard <sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above).

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in mechanical engineering, or equivalent may also apply; if selected, appointment will be subject to their obtaining the requisite qualifications under item (a) (i) above by **31 October 2017**.

(Note 2) : Applicants who fail to produce the documentary proof of attaining a level of proficiency in Chinese and English languages equivalent to Primary 6 standard, such as Hong Kong Primary 6 student report or certificate on completion of Primary 6 standard (a pass in Chinese and English subjects should be shown) or equivalent recognized qualification, will be required to attend and pass a language proficiency test arranged by the department.

(Remarks : For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will be taken into account only if two candidates are considered equal in all other aspects.)

**Duties** : An Artisan (Mechanical) is mainly deployed on installing, operating, maintaining, repairing and overhauling mechanical plant and equipment in workshops, pumping stations and water treatment works.  
(Note: May be required to work in remote areas; work outside normal working hours, in irregular hours or shifts; undertake on-call, standby and emergency duties.)

Post (2) : Artisan (Electrical)

**Salary** : Master Pay Scale Point 5 (\$15,605 per month) to Master Pay Scale Point 8 (\$18,840 per month)

**Entry Requirements** : Candidates (a) (i) should have completed a full apprenticeship or other approved course of practical training in electrical engineering, or equivalent <sup>(Note 1)</sup>; or (ii) should have at least three years' experience in electrical engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard <sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above).

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in electrical engineering, or equivalent may also apply; if selected, appointment will be subject to their obtaining the requisite qualifications under item (a) (i) above by 31 October 2017.

(Note 2) : Applicants who fail to produce the documentary proof of attaining a level of proficiency in Chinese and English languages equivalent to Primary 6 standard, such as Hong Kong Primary 6 student report or certificate on completion of Primary 6 standard (a pass in Chinese and English subjects should be shown) or equivalent recognized qualification, will be required to attend and pass a language proficiency test arranged by the department.

(Remarks : For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will be taken into account only if two candidates are considered equal in all other aspects.)

**Duties** : An Artisan (Electrical) is mainly deployed on installing, operating, maintaining, repairing and overhauling electrical, instrumentation and building services plant and equipment in workshops, pumping stations and water treatment works.

(Note: May be required to work in remote areas; work outside normal working hours, in irregular hours or shifts; undertake on-call, standby and emergency duties.)

**Posts (1) to (2)**  
**Terms of Appointment** : A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

**How to Apply** : Application forms G.F. 340 (Rev. 3/2013) are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>). Completed applications on G.F. 340 (Rev. 3/2013) should reach the below address on or before the closing date for application, with the envelope clearly marked **"For Application of Post Title"**. On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). **Applications not made in the prescribed form or which are incomplete or late will not be considered. Applicants should ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mails will be disposed of by the Hongkong Post.** Candidates who are selected for interview will normally receive an invitation in about six to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address and Enquiry Telephone** : Recruitment Unit, Water Supplies Department, 48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Tel: 2294 2682

**Closing Date for Application** : 24 February 2017

**General Notes** :

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) The information on the maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (h) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting.
- (i) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above address.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (k) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

GENERAL

DEVELOPMENT BUREAU  
(WORKS BRANCH)

Landscape Architect  
(Civil Service Vacancy)

**Salary**: Master Pay Scale Point 30 (HK\$56,755 per month) to Master Pay Scale Point 44 (HK\$99,205 per month)

**Closing Date for Application**:  
23 February 2017 (6:00 p.m.)

**Tel. Enquiry**: 3509 7689

Please visit GovHK at <http://www.gov.hk> or the Development Bureau's website at <http://www.devb.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store for information about the post.

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GOVERNMENT



**HONG KONG MONETARY AUTHORITY**

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following posts:

**Manager (Asset Allocation)**

**Key Responsibilities**

- Support the establishment of a systematic and coherent approach to setting asset allocation strategies and the formulation of sound asset allocation strategies
- Support the construction of the asset allocation portfolio
- Conduct research on topical themes or latest market developments, and provide in-depth analyses based on economic fundamentals and prevailing financial market activities
- Monitor global and regional economic and financial market developments, and assess their implications on the asset allocation process

**Requirements**

- University degree or preferably advanced degree in finance, economics or related fields. Professional qualification in financial analysis an advantage
- At least 3 years of relevant experience in asset allocation in the financial industry
- Solid understanding and working knowledge of financial markets and asset allocation portfolio construction
- Good analytical, quantitative, communication and presentation skills
- Good team player and strong relationship skills

**Manager (Technology Risk Management)**

**Key Responsibilities**

- Develop and conduct periodic reviews of the HKMA's policies and guidelines related to technology risk management, e-banking, business continuity planning, cyber security and/or FinTech
- Conduct on-site examinations and carry out off-site reviews and activities for assessing banks' technology-related initiatives, technology risk management, e-banking, business continuity planning, cyber security and/or FinTech
- Manage and respond to different technology-related incidents and fraud cases that happen to banks
- Collaborate with the banking industry and other stakeholders in various policy initiatives including public education efforts
- Conduct research on technology trend (including FinTech) and emerging risks and to propose supervisory measures

**Requirements**

- University degree, preferably in information technology or related subjects
- At least 3 years of relevant experience in banking, technology audits and/or technology risk management. Knowledge on banking business an advantage
- Strong technology background and risk management sense with solid and in-depth knowledge of cyber security, FinTech, e-banking, technology risk management and/or business continuity planning
- Flexibility and ability to multitask in a fast-paced environment
- Good interpersonal and communication skills
- Good command of spoken and written English and Chinese. Proficiency in Putonghua an advantage

**Manager (Risk Management and Compliance)**

**Key Responsibilities**

- Undertake the post-deal monitoring of the Long-term Growth Portfolio ("LTGP") investments through performance review, conducting analysis on capital deployment and performance, report preparation and meeting with external managers
- Support the policy development of the LTGP of the Exchange Fund, for example, formulation of investment guidelines of the LTGP
- Assist in the business risk assessment of investment proposals through reviewing of documentation, conducting risk analysis and meeting with external managers
- Undertake qualitative and quantitative analytical tasks for reserves management and risk control purposes
- Support other analytical and research work
- Assist in other administrative or ad hoc duties as required

**Requirements**

- University degree in either accountancy, economics, finance, investment management or risk management preferred. Professional qualification in alternative investment or financial analysis an advantage
- At least 3 years of relevant experience in financial services, investment management, risk management or related fields. Experience in private equity and real estate an advantage
- Sound knowledge in investment products such as private equities and real estate. Good understanding of accounting treatment for various investment products a plus
- Excellent quantitative and analytical skills
- Excellent command of English and Chinese. Proficiency in Putonghua an advantage
- Good interpersonal and communication skills, and an active team player

**Officer (Risk Management and Compliance)**

**Key Responsibilities**

- Uphold and maintain the integrity of market price data in internal systems which underpins the valuation of the Exchange Fund investments, by collecting market prices for different financial securities and assets from various sources, verifying data accuracy, identifying and investigating anomalies in data and trends, maintaining and updating price information in the internal systems
- Assist in operational risk management (ORM) tasks, such as collecting, aggregating and analysing data for ORM monitoring and assessment, preparing reports and presentations on ORM issues, and undertaking other ad hoc initiatives (such as thematic review and procedures review)
- Support the development, testing and implementation work of internal systems, other analytical and research work, as well as to assist in other administrative or ad hoc duties as required

**Requirements**

- University degree in finance, risk management, accounting or related disciplines
- At least 2 years of relevant experience in maintaining systems and databases for market data, and undertaking tasks relating to ORM or related fields such as financial risk management, product control, compliance, settlement or audit
- Good understanding of financial markets and investment products including fixed income, money market, foreign exchange and derivatives instruments
- Proficiency in Microsoft Office (especially Excel), basic computer programming, and basic knowledge of Bloomberg and Reuters. Proficiency in Microsoft Excel macro function an advantage
- Patient, mature and detail-oriented. Able to work independently and under pressure
- Ability to handle both mundane and unexpected situations on a routine basis for maintaining data integrity and developing a data bedrock for the valuation of the Exchange Fund investments
- Good interpersonal and analytical skills. Proficiency in spoken and written English and Chinese
- Willing to work outside normal office hours

Closing Date for Application: **18 February 2017.**

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the posts.

**INNOVATION AND TECHNOLOGY COMMISSION**  
**Assistant Manager (Corporate Communications)**  
(Salary : HK\$29,000 - HK\$35,000 per month, depending on qualification and experience)  
**Entry Requirements:**  
Candidates should have –  
(a) a degree from a Hong Kong university, or equivalent, in Business Administration/ Marketing/ Communications/ Public Relations/ Journalism/ Languages/ Translations/ Liberal Arts or other related disciplines [see Note(1) and (2)];  
(b) strong oral and written communication skills in both Chinese and English and having met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note(2) and (3)];  
(c) at least four years' post qualification working experience in corporate communications, publications, public relations, media management or event management in sizeable corporations, multi-national companies, public relations agencies or government departments [see Note(4)];  
(d) experience in working with external agencies for event management as well as PR and marketing support;  
(e) previous experience in speech writing for senior management, content management and copywriting of newsletters and corporate stories;  
(f) have keen interest and can implement digital media, and experience in online content management system (CMS) is a plus;  
(g) demonstrated ability to multi-task within tight timelines and can work independently as well as working within a team; and  
(h) literacy in social media operation, office automation applications such as PowerPoint, Excel, Chinese Word Processing and other graphic communications software.  
**Note:**  
(1) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.  
(2) Completed Application Forms, together with copies of (i) certificates of academic qualifications; and (ii) HKDSEE/HKCEE/Common Recruitment Examination results, should reach the enquiry address below on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application).  
(3) For the purpose of appointment of Non-Civil Service Contract Staff, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.  
(4) Candidates must list the nature and relevancy of the post-qualification experience in a separate curriculum vitae (CV).  
(5) Shortlisted candidates will be required to sit for a written test.  
(6) The position is open to both male and female applicants.  
Your application will NOT be considered if your qualifications do not fully meet any of the entry requirements (a), (b) and (c) by the closing date for application.  
**Duties:**  
The Assistant Manager has to take up a wide range of duties pertaining to the organization and implementation of various corporate communications and public education initiatives. He/she may also be deployed to support general administration duties for the Commission. Major duties are summarized as follows –  
(a) collaborate with various stakeholders for providing event management, PR services and logistics support for corporate communications and other projects;  
(b) assist in managing external agencies and coordinate with internal departments for production of newsletters, publications, videos, collaterals and online communications, A&P content and souvenirs;  
(c) assist in content planning, writing and editing promotional materials such as eDM, eNews, webpage and other social media platforms;  
(d) prepare quality speeches, corporate messages, presentations, information paper and materials for external committee and LegCo Panel meetings for senior management;  
(e) assist in implementing image building and corporate communication strategies of the Commission;  
(f) compile, manage, maintain database and statistical data for the Commission to support sound corporate practice;  
(g) provide supporting service for resources allocation, budget planning, procurement functions etc; and  
(h) perform any other tasks as assigned by the supervisor.  
**Terms of Appointment:** Two years non-civil service contract terms  
**Fringe Benefits:**  
(a) A gratuity may be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. Such gratuity, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, may add up to 10% of the total basic salary drawn during the contract period.  
(b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.  
**How to Apply:** Application Forms [GF 340 (Rev 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Services Bureau's website (<http://www.csb.gov.hk>). **Applicants should provide a curriculum vitae (CV) including a summary of present and previous employment, positions, jobs and responsibilities. Copies of academic qualification certificates and record of present and previous employment should also be provided.** Completed forms should reach the enquiry address on or before the closing date for application, with the envelope clearly marked with "For Application of Assistant Manager (Corporate Communications)". Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post. As invitations will be issued via e-mail, applicants should provide an accurate e-mail address and ensure that their e-mail accounts can receive incoming e-mails properly. Candidates who are selected for interview will normally receive an invitation in about ten to twelve weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.  
Applications may NOT be considered if late, incomplete (e.g. without provision of CV or copies of academic qualification certificates and record of present and previous employment as mentioned above), submitted by fax or email, or if it is not clear from your statements that you have met the entry requirements for this position.  
**Enquiry Address and Telephone:** The Human Resources Section, the Innovation and Technology Commission, 20/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. For enquiries, please call 3655 5965.  
**Closing Date for Application:** 17 February 2017  
**General Notes:**  
(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.  
(b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.  
(c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.  
(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.  
(e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.  
(f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting criteria.  
(g) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates with their applications by mail to the above enquiry address.  
(h) Non-civil service vacancy information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk> and the Innovation and Technology Commission Homepage at <http://www.itc.gov.hk>.

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GOVERNMENT

Non-Civil Service Vacancy

AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Position (1): Senior Chemical Laboratory Technician

(Salary : \$39,350 per month)

**Entry Requirements :** The applicant should have (a) a diploma in Chemical Technology or Medical Laboratory Science from a Hong Kong polytechnic / polytechnic university, or equivalent; (b) at least five years of post-qualification experience in laboratory, preferably chemical laboratory, or equivalent, including at least two years of supervisory experience in laboratory; (c) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

(**Note:** ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to ‘Level 2’ in Chinese Language and English Language in the 2007 HKCEE and henceforth.)

**Duties:** A Senior Chemical Laboratory Technician is mainly deployed on (a) undertaking laboratory work in connection with the laboratory chemical testing for regulated chemicals in animal tissues; (b) preparing all necessary reports and compile laboratory data; (c) assisting Veterinary Technologist in the evaluation of new test methods for the detection of chemicals in animal tissues; (d) performing functional administrative procedures; (e) supervising and managing junior staff to ensure general laboratory procedures are carried out properly and safely, laboratory wastes are disposed of according to government regulations, and departmental procedures are followed correctly; (f) implementing laboratory management system to ensure full compliance with the guidelines on laboratory accreditation system as set out by the National Association of Testing Authorities, Australia.

(**Note:** Required to work on shift in remote area of the New Territories and irregular hours including evenings, weekends, Sundays and public holidays.)

**Fringe Benefits:** Rest days, public holidays (or substituted holidays), maternity leave, paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. 14 days paid annual leave will be granted but there will be no gratuity.

Position (2): Temporary Field Assistant (Part-time)

(Salary : \$103 per hour)

**Entry Requirements :** The applicant should (a) have primary six education; (b) be able to read and write simple Chinese and English; (c) be able to speak fluent Cantonese; and (d) have at least 15 years’ post-qualification working experience in disciplinary forces, law enforcement or handling of wild animals.

Note: Candidates with valid Hong Kong driving licence (Classes 1 & 2) will be given preference.

**Duties :** The Temporary Field Assistant (Part-time) is mainly deployed on (a) assisting in the monitoring and site investigations for the protection of species and habitats or the handling of wild animal nuisance; (b) compiling the data/information obtained from the site investigations; (c) handling public enquiries and complaints; (d) assisting in the implementation of enforcement actions; (e) assisting in control and management of wild animals at nuisance black spots; (f) assisting in driving vehicle for conducting operations, monitoring and site investigations; and (g) performing any other relevant duties.

**Fringe Benefits :** Rest days, public holidays (or substituted holidays), maternity leave, paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. Please note there is no end-of-contract gratuity for the above positions.

**For Positions (1) and (2)**

**Terms of Appointment :** Successful candidates will be appointed on 1 year non-civil service contract terms.

**How To Apply :** Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau’s website (<http://www.csb.gov.hk>). Completed forms should reach the enquiry address of the recruiting department on or before the closing date for application. Please mark on envelope the title of the job applied for. On-line application can also be made available through the Civil Service Bureau’s website (<http://www.csb.gov.hk>). Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority should deliver or send by post copies of their official transcripts, diplomas / certificates and other relevant qualification documents to the department at the enquiry address within one week after close of application (please clearly state the internet application number on every page of the documents). Applications which are incomplete, late or submitted by fax / email will not be considered. Please ensure that sufficient postage is paid if the completed application form and required supporting documents are sent by post. Underpaid mail items will not be delivered by Hongkong Post. Candidates who are selected for interview will normally receive an invitation in about ten to twelve weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number indicated.

**Address and Enquiry Tel :** Agriculture, Fisheries and Conservation Department, 5/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (2150 6685).

**Closing Date for Application :** 17 February 2017

**General Notes :**

(A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

(B) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(C) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.

(D) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

(E) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.

(F) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria.

(G) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.

(H) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.



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LABOUR DEPARTMENT

Recruitment of Employment Assistant for Ethnic Minorities (Non-Civil Service Vacancies)

The Labour Department (LD) is now recruiting Employment Assistant for Ethnic Minorities. Successful candidates will be employed under non-civil service contract terms and work in LD’s Job Centres to provide employment services to job seekers, particularly the Ethnic Minorities (EM).

Job details are as follows :

**Job Title :** Employment Assistant for Ethnic Minorities

**Duties :**

a. Partner with experienced employment officers in providing employment advisory services to EM job seekers who have special employment needs;

b. Assist in organising employment briefings and providing various employment services to job seekers, especially those related to EM job seekers;

c. Assist in canvassing vacancies suitable for EM job seekers and organising job fairs;

d. Assist in producing publicity materials, reaching out to and maintaining liaison with members of the EM communities to promote the employment services of LD; and

e. Discharging other general clerical duties in office.

**Salary :** \$12,120 per month

**Working Hours :**

44 hours per week (including 1 hour meal break per day)

Monday to Friday: 9:00 a.m. to 5:36 p.m. Incumbents will be required to work on Saturday once every 3 weeks from 9:00 a.m. to 12:00 noon.

**Working Location :**

Successful candidates will be assigned to work in either Kowloon West Job Centre at Cheung Sha Wan or Employment in One-stop at Tin Shui Wai. Candidates may also be required to work in different locations and/ or outdoor subject to operational needs.

**Entry Requirements :**

Candidates should –

a. Have completed Form 5 or equivalent;

b. Able to communicate effectively in English or Chinese in written and spoken forms (with proficiency in Cantonese preferred);

c. Proficient in at least one of the following South Asian languages in written and spoken forms: Hindi, Nepali, Urdu or Punjabi;

d. Have general computer and Internet knowledge;

e. Have knowledge in word processing in English or Chinese and at least one of the above South Asian languages;

f. Have initiative and patience to serve public and communicate with people (with working experience in employment-related services preferred); and

g. Have good understanding of the culture and practices of at least one South Asian ethnicity.

**Terms of Appointment :**

Successful candidates will be appointed on non-civil service contract terms for 12 months; renewal of contract is subject to performance and operational needs.

**Fringe Benefits :**

Incumbents are eligible for paid sick leave (as per the provisions in the contract) and 12 days of annual leave calculated on a pro-rata basis depending on the duration of contract. Other fringe benefits, where appropriate, will be granted in line with the provisions in the Employment Ordinance.

**How to Apply :**

Application Forms (G.F. 340 (Rev. 3/2013)) are obtainable from any Home Affairs Enquiry Centres of the Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The G.F. 340 (Rev. 3/2013) can also be downloaded from the Civil Service Bureau’s web site (<http://www.csb.gov.hk>). Completed application form together with copy of academic qualifications and proof of relevant working experience should be sent to 16/F, Harbour Building, 38 Pier Road, Central, Hong Kong on or before **24 February 2017**. Please specify on the envelope “Application for Employment Assistant for Ethnic Minorities”. If by post, the postmark date on the envelope will be regarded as the date of application. On-line application can also be made through the Civil Service Bureau’s web site (<http://www.csb.gov.hk>) before the closing date of application. Candidates who apply on-line should submit photocopies of academic qualifications and proof of relevant working experience to the above address within one week after the close of application period, and the on-line application number should be quoted on the envelope and the supporting documents. Please do not send the originals of your certificates to us by post. Applications which are incomplete, late or not duly signed and applications submitted by fax or email will not be accepted. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage. Candidates who are selected for interview will normally receive an invitation in about eight weeks from the closing date of application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry :** 2852 4132

**General Notes :**

(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

(b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.

(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

(e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.

(f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting.

(g) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examination and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications.

(h) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

Please refer to the Civil Service Bureau’s website (<http://www.csb.gov.hk>) for more details of the job and application information.

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GOVERNMENT



**HONG KONG MONETARY AUTHORITY**

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following positions:

**Senior Manager (Fintech Facilitation Office)**

**Key Responsibilities**

As a Senior Manager of the new office, one will be assisting the Chief Fintech Officer in facilitating the healthy development of the fintech ecosystem in Hong Kong and delivering results, such as:

- Conducting research to support the advisory role of the new office on technical and strategic matters relating to fintech trends and issues, and coordinate research efforts on those topics
- Liaising with internal/external multi-disciplinary partners to organise industry liaison events and conduct thematic studies
- Encouraging financial institutions to conduct fintech-related research and application studies, and to oversee the operation of the Fintech Innovation Hub
- Developing and maintaining relationships with relevant external parties, e.g., the fintech community (e.g. start-ups, investors), government departments, central banks, academics, international organisations to facilitate the sharing of expertise, experience and knowledge
- Acting as an interface between market participants and regulators within the HKMA to help improve the industry's understanding of the related regulatory landscape
- Assisting in the formulation of plans to improve the wholesale and/or retail payment instruments and infrastructure in Hong Kong and the related policy and guidelines

**Requirements**

- University degree; an advanced degree in related fields preferred
- At least five years of experience in the provision of technology services in the financial sector; deep understanding of topics such as blockchain, cyber security, encryption, NFC mobile/online payment, and other innovative technologies supporting financial services would be valuable
- Proven working experience in developing payment instruments and infrastructure or project management in the financial sector preferred
- Good knowledge of monetary, financial and other subjects relevant to the HKMA
- Knowledge of financial products and services, as well as the related process flow an advantage
- Strong interpersonal and communication skills, both oral and written
- Practical experience in large-scale event planning and management an advantage
- Good command of English, Cantonese and Putonghua

*(Candidate with less experience may be considered for the offer of appointment at Manager level.)*

**Manager (Settlement)**

**Key Responsibilities**

- Lead a sub-team to perform back office and settlement operations (e.g. confirmation matching, trade settlement, fails management, corporate actions, etc.) for a broad range of financial products
- Implement operational setup and formulate procedures for new products, markets and investment initiatives
- Develop and drive divisional process and control improvements
- Ensure controls are in place and policies and procedures are followed when delivering settlement supports
- Manage various system enhancements and projects implementation to meet business demands
- Proactively partner with producing areas and others to build and improve relationships with internal and external clients
- Undertake ad hoc assignments when required

**Requirements**

- University degree or equivalent
- At least three years of solid settlement operations experience in financial products including fixed income, money market, foreign exchange and derivatives. Preferably with at least two years of experience in supervisory role
- In-depth knowledge in SWIFT standards, emerging markets' practices and regulations in relation to back office operations
- Hands-on experience in operating systems such as SWIFT Alliance Access, Calypso, RTGS, IntelliMatch and other financial systems
- Good command of written and spoken English. Proficiency in Putonghua an advantage
- Good leadership, communication, interpersonal and analytical skills
- Able to work independently and under pressure

**Assistant Manager (Banking Conduct)**

**Key Responsibilities**

- Assist in conducting on-site examinations of securities, insurance and MPF businesses of authorized institutions
- Support off-site reviews and policy teams in relation to securities, insurance and MPF businesses of authorized institutions
- Assist in performing research of policy issues, monitoring trends and developments in the securities, insurance and MPF industry to support on-going reviews in the HKMA's relevant regulatory framework and policies
- Assist in liaison with local and overseas regulators and relevant industry bodies

**Requirements**

- University degree or equivalent in banking, accountancy, finance, economics, law or related fields
- Qualifications from relevant professional bodies in the field(s) of banking, securities, insurance, MPF and/or law an advantage
- At least one year of experience in banking and securities/insurance operations, preferably in compliance, audit or examination of such operations. Relevant experience in securities, insurance and MPF businesses an advantage
- Good understanding of the securities market and investment/insurance products, and/or the financial and banking industry
- Excellent analytical, interpersonal and communications skills
- Good command of English and Chinese. Proficiency in Putonghua an advantage

**Assistant Manager (Anti-money Laundering)**

**Key Responsibilities**

- Support the development of anti-money laundering and counter-terrorist financing (AML/CFT) policy having regard to the latest international standards and best practices and specific circumstances of the local banking environment
- Collect, collate, analyse and present information in respect of AML/CFT controls, suspicious activities and evolving trends, making recommendations to address deficiencies where identified
- Conduct on-site examinations on AML/CFT controls of authorized institutions to ensure that they are effective and complied with the legal and regulatory requirements
- Update and assist in the development of the HKMA's on-site AML/CFT examination programme in the light of local and overseas regulatory and industry developments

**Requirements**

- University degree in related disciplines such as banking, finance or accountancy
- At least two years of experience in anti-money laundering, regulatory compliance, internal audit or similar fields
- Knowledge of the local banking environment and AML/CFT developments
- Good interpersonal and communication skills
- Good command of English and Chinese. Proficiency in Putonghua a plus

**Assistant Manager (Soft Infrastructure & Deposit Protection)**

**Key Responsibilities**

- Assist in conducting on-site examinations of the authorized institutions and on-going reviews in relation to the relevant regulatory requirements

**Requirements**

- University degree or equivalent in banking, accountancy, finance or related fields
- Qualifications from relevant professional bodies in banking, accountancy, finance or related fields an advantage
- At least one year of experience in banking operations, preferably in compliance, audit or examination of such operations
- Relevant knowledge in requirements in relation to representations about the protection under the Deposit Protection Scheme an advantage
- Well-developed interpersonal and communications skills
- Good command of English and Chinese. Proficiency in Putonghua an advantage

**Analyst Programmer (Information Technology)**

**Key Responsibilities**

- Provide technical support on the HKMA corporate websites and content management system
- Provide daily operational support to update the HKMA corporate websites with content management system and web page editing software
- Perform basic photo and graphics editing
- Communicate with external parties on web hosting arrangements and to ensure that the HKMA corporate websites comply with internal standards and policies
- Liaise with vendors on the maintenance and support of content management system

**Requirements**

- University degree in information technology or related disciplines
- At least one year of webmaster experience
- Solid experience in using Dreamweaver and Photoshop
- Solid programming experience and skills in HTML, XML, CSS, JavaScript, PHP and Perl
- Programming experience and skills in Flash, C# and SQL an advantage
- Experience in supporting and configuring Umbraco content management system an advantage
- Able to work independently with minimum supervision
- Good command of English and Chinese
- Well-developed interpersonal and communication skills

Closing Date for Application: **25 February 2017.**

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the posts.

OVERSEAS



**THE TANGLIN CLUB**  
FOUNDED 1865

The Tanglin Club invites applications for the position of:

**General Manager (Based in Singapore)**

The Tanglin Club was founded in 1865 and is one of Singapore's most prestigious private Clubs. The Club has approximately 4,000 principal members and is located in the heart of the City with a range of high quality food and beverage outlets, 27 modern guest suites and excellent sports facilities.

Reporting to an elected General Committee which decides policy matters, he/she is responsible for club operations.

Candidates must be experienced professionals with a Hotel and/or Club Management background and proven understanding of Member Owned Club dynamics, coupled with a sound knowledge of F&B and Financial management.

Candidates should have a strong tertiary educational background. Equally important, candidates need to possess excellent people management skills and be adept in interacting with both members and staff within a highly multi-cultural environment.

An attractive remuneration package will be offered, commensurate with the candidate's experience and responsibilities being assumed.

Please submit your detailed CV including a brief cover letter indicating present and expected salary as well as date of availability to:

**The President**  
**The Tanglin Club | 5 Stevens Road, Singapore 257814**  
**Email address: [GMrecruit@tanglin-club.org.sg](mailto:GMrecruit@tanglin-club.org.sg)**

GENERAL



**Hong Kong Housing Authority**

**Post (A) – Contract Programmer**  
**Post (B) – Contract Systems Analyst**

**Salary:** \$29,785 to \$61,860 plus 10% Year-end Incentive Payment

**Closing Date for Application:**  
17 February 2017

**Tel. Enquiry:** 2761 6566

Please visit <http://www.housingauthority.gov.hk> for information about the post, application procedures and documents required.

Application forms [HD917 (Rev.2015)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority internet web site (<http://www.housingauthority.gov.hk>), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

SALES & MARKETING



**Yick Fung Hong** was established in 1973 in Hong Kong, is a progressive Laundry and skincare Co in HK. We are now looking for a strategic:

**Asst. Key Account Manager (FMCG)**

**Requirements:**

- Managing key accounts, other chain stores and merchandising team
- New product development projects and other Ad Hoc projects
- Degree holder
- Minimum 3 years solid relevant experience in FMCG
- Excellent command of both written and spoken in English, Cantonese and Mandarin

Pls apply with detailed CV and expected salary via email to [candy.chan@yfhk.com](mailto:candy.chan@yfhk.com)

Data collected will be used for recruitment purpose only

HEALTHCARE

**Medical Doctor (GP)**  
**for a Causeway Bay Clinic**

- Fully registered under the Hong Kong Medical Registration Ordinance & Holder of a valid Annual Practising Certificate by HKSAR Medical Council
- Pleasant, team player with interest in Japanese an advantage
- Full time position. Regular office hours, Sunday & Public Holidays closed.

Please submit detailed CV, current and expected salary to: [wtc3606@gmail.com](mailto:wtc3606@gmail.com) or call **Ms Law** at **2890-8027**. All personal data collected will be treated in strict confidence and be used for recruitment purposes only.

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GENERAL

利比 RLB Rider Levett Bucknall

**SITE STAFF** required for the following post to work for construction project for Architectural Services Department

Contract No.	Project Title	Location of Project	Work Location
SS A501	Design and Construction of Centre of Excellence on Paediatrics	HK Island, Kowloon and the New Territories	Site Office at Site C in South Apron of the Kai Tak Development

**LABOUR RELATIONS OFFICER**

- Attaining five subjects at grade 'E' or above in the Hong Kong Certificate of Education Examination (HKCEE) (including Chinese, English (Syllabus B) and Mathematics) or equivalent
- Minimum of 2 years' full-time working experience on personnel management or human resources related duties and good job records
- Good command of both oral and written English and Chinese
- Good computer knowledge preferably with past experience on the operation of a computerized card system
- Preferably have completed a post secondary certificate programme on human resources or personnel management

The employment will be on contract basis for an initial period of twelve months subject to further extension

Salary commensurate with qualifications. Please apply in strict confidence by post or e-mail enclosing full resume, copy of testimonial from previous employer, copy of Certificate qualification, present and expected salary to the **HR & Personnel Department, 20/F Eastern Central Plaza, 3 Yiu Hing Road, Shaubeiwan, Hong Kong** or e-mail to **personnel@hk.rlb.com**

All information received will be kept in strict confidence and only for employment-related purposes.

Here's the perfect platform for you

Looking for high-flyers?



The Sports Federation & Olympic Committee of Hong Kong, China (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidates to fill up of the following posts at Assistant Manager (AM) rank worked under the Federation or the affiliated company controlled by the Federation on contract basis, which is renewable subject to the prevailing condition.

**Post 1: AM in the Secretariat**

The AM will be responsible for (i) preparing Hong Kong's participation in multi-sports Games on budgeting, selection, entries, logistics arrangement and the actual participation of Hong Kong delegations in the Games; (ii) the logistics arrangement for the various meetings and official functions of the Games; (iii) organizing Games related meetings and ceremonies; and (iv) assist in organizing local events.

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subject studied preferable;
- (ii) at least three years' work experience in sports sector or government preferable;
- (iii) applicant from the Retired Athletes Transformation Programme will also be considered;
- (iv) good knowledge of and working experience in computer applications, including MS office and content management system for website; and
- (v) good command of written and spoken Chinese and English.

**Post 2: AM (Education) in Hong Kong Anti-Doping Committee (HKADC) Office**

The AM (Education) will mainly be responsible for (i) developing and executing target group specific education / information programme on anti-doping; (ii) publishing quarterly newsletter and other printed education materials; (iii) establishing and managing the website and Facebook page for HKADC; (iv) preparing financial statements of the office expenses and (v) conducting drug testing.

Applicants should have:

- (i) a recognized university degree or equivalent with sports administration and recreation management or relevant disciplines; as one of the subject studied preferable;
- (ii) at least four years' work experience in sports sector or government;
- (iii) experience in anti-doping works, with accreditation as Doping Control Officer preferable;
- (iv) good knowledge of and working experience in computer applications, including database maintenance and content management system for website; and
- (v) good command of written and spoken Chinese and English.

**Post 3: AM (Operation) in the Management Company of Olympic House Limited**

The AM (Operation) will mainly be responsible for (i) assist the running of day-to-day operations of Olympic House (OH) including supervising and coordinating the contractor's work of security, cleaning, landscaping, and all matters relating to building and audio-visual equipment repairs / maintenance; (ii) liaising with the government departments on maintenance work and major projects at OH; (iii) preparing the work specifications and drawings for projects of repairs and maintenance works; and (iv) preparing and managing the budgets for renewal of maintenance contracts and upgrading of the audio-visual equipment.

Applicants should have:

- (i) a recognized university degree or post-graduate qualification with Property Management, Facilities Management, E&M Engineering/Building Services or related disciplines; as one of the subject studied preferable;
- (ii) at least 5 years' related working experience in property /facilities management or building maintenance with 2 years in supervisory level;
- (iii) holder of registered electrical worker license with class BO or above;
- (iv) Proficiency in written and spoken English and Chinese is required; and
- (v) Experience in the field of facilities management will be an advantage.

**Remuneration**

Successful candidates will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

**Application**

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before **20 February 2017**. Please mark "Ref: Application for AM(Secretariat) / AM(Education) / AM(Operation)" on the envelope. All short-listed applicants will be required to attend a written test.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.

T: 2565 8822  
E: classified@scmp.com

Classified Post

SOCIAL SERVICES



基督教懷智服務處  
WAI JI CHRISTIAN SERVICE

http://www.wjcs.org.hk

**Chief Executive**  
(Ref. Code: CE/HO/20170228/5)

Founded in 1979, Wai Ji Christian Service (WJCS) is a government-subsented non-governmental organization (NGO) providing a range of services mainly for people with disabilities to help them develop their potential and integrate into the community. WJCS runs 23 service units and a social enterprise known as Wai Ji Hong Yip. The organization now invites application for the position of Chief Executive.

**The position**

Reporting to the Board of Directors, the Chief Executive, as the administrative and service head of the agency, is required to provide leadership in strategic planning, service development, and establishing strong links with the government, the public and private sectors, the academia and other professional bodies. With the support of more than 540 multi-disciplinary staff members, the appointee will be required to oversee all aspects of the services, administration, financial and human resources management.

**Requirements**

The applicants should:

- hold a bachelor degree in social work, social science or other relevant disciplines. An advanced degree would be desirable; and
- have 10 years' work experience in a senior managerial position.

Work experience in NGO, government/public service or rehabilitation services, and experience in fund-raising and in setting up self-financed and profit-generating services is preferred.

**Salary**

Salary will be commensurate with qualifications and experience, within MPS40-44.

**Application**

Interested parties should send full resume showing current salary, expected salary and date of availability, with envelope marked 'Application – Chief Executive' and 'Private and Confidential' and [Wai Ji Job reference], to **The Chairman, Board of Directors, Wai Ji Christian Service, 9-15, G/F, Tung Hoi House, Tai Hang Tung Estate, Shek Kip Mei, Kowloon** on or before 28/2/2017.

WJCS reserves the right to invite application for this position and extend the closing date for application until the position has been filled.

The information supplied will be kept in strictest confidence and used for recruitment purposes only.

Their personal data will be destroyed within three months' time.

**WJCS is an EQUAL OPPORTUNITIES EMPLOYER**



We are a non-governmental social service organisation and our mission is to curb the spread of HIV and to provide care and support for those infected with or affected by HIV and AIDS. We are looking for qualified persons for the following posts:-

**DEPUTY DIRECTOR OF PROGRAMMES**

Reporting directly to the Chief Executive, the Deputy Director of Programmes is required to (i) oversee the planning, implementation and evaluation of HIV/AIDS projects; (ii) establish collaboration with government, non-government and private sector organisations; and (iii) liaise with local, regional and international organisations.

**Requirements**

- (i) University graduate with social work training an advantage;
- (ii) A minimum of 5 years experience in a social service organisation at supervisory or management level;
- (iii) Knowledge of HIV/AIDS and/or solid experience in fields such as case and group work, patient service, community education as well as volunteers coordination; and
- (iv) A good command of written and spoken English and Chinese including Putonghua.

**PROJECT MANAGER**

The Project Manager will take charge of (i) planning, implementation and monitoring of HIV preventive projects; (ii) provision of counselling and support services for people living with HIV including case management and support group; and (iii) coordination of volunteers.

**Requirements**

- (i) A recognised degree in Social Work or Counselling disciplines;
- (ii) With at least 4 years of experience in related work; and
- (iii) Excellent writing, reporting and project management skills.

**Application**

Please submit application with resume and present and expected salary to the **Chief Executive, Hong Kong AIDS Foundation, by mail to 5/F, Shaubeiwan Jockey Club Clinic, 8 Chai Wan Road, Shaubeiwan, Hong Kong** or by email **hkaf@hkaf.com** on or before **17 February, 2017**. Shortlisted applicants will be required to attend a written test.

(All information provided will only be used for recruitment related purpose. Applicants who do not hear from us within a month after the closing date should consider their applications unsuccessful.)

**International Social Service Hong Kong Branch**

Invites applications for the following post:

**Post (A): Contract Communications and Public Relations Officer (Wanchai Head Office)**

**Duties:** (a) Plan, develop and implement communication, PR and media initiatives. (b) Maintain good media relations; monitor media coverage; answer enquiries from the media and the public. (c) Organize agency, media, PR and fundraising events such as press conferences, exhibitions, seminars, charity dinner, etc. (d) Prepare various communication materials such as press releases, brochures, annual reports, newsletters, articles, speeches, mails, multimedia programmes, etc. (e) Manage and update the agency website and social media platforms.

**Requirements:** (a) University degree or equivalent preferably in Journalism or Communications. (b) 3 to 4 years' working experience in public relations or media industries would be an advantage. (c) Good interpersonal and communications skills; excellent command of spoken and written English and Chinese; fluent Putonghua. (d) Proficient PC skills. (e) Responsible, organized, analytical and self-motivated. (f) Flexibility to work outside normal office hours including Saturdays, Sundays and public holidays.

Interested parties please send a full resume with expected salary (please mark clearly the name of post applied for) to **Human Resources Department, International Social Service Hong Kong Branch by email : isskh@isshk.org or by post at 6/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 28 February 2017**. Applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful.

(All personal data provided will be treated in strict confident and will be used for recruitment purpose only).

**ISS-HK is an Equal Opportunities Employer**

**International Social Service Hong Kong Branch**

Invites applications for the following posts:

**Provision of Assistance for Non-refoulement Claimants**

**Post (A) Social Workers / Counsellors**

**Duties:** (a) Provide casework, intake, referrals and crisis intervention and management for needy children, families and individuals. (b) Provide overall management and supervision of the daily operations and case handling of service clients.

**Requirements:** (a) For social worker - R.S.W. (a recognized degree in Social Work or above) is required. For Counsellor - a recognized degree in Psychology/ Psychiatry or above is required. (b) 1 year casework experience with families, women and men. (c) Experience with ethnic minorities, migrants, asylum-seekers and refugees will be a distinct advantage.

*Priority will be given to the hiring of registered social workers and counsellors with backgrounds and experience in Psychiatry, Psychology and dealing with most vulnerable clients. For successful candidate who require working visa in Hong Kong, ISS-HK will assist in the application.*

**Post (B) Management Information System Assistants (PHP Developer and Technical Support)**

**Duties:** (a) Assist in development and support of existing web-based system. (b) Contribute in gathering, analyzing and managing system requirements. (c) Participate in data definition and data modeling. (d) Conduct quality testing and end-user tests. (e) Assist in system implementation, operation, maintenance and application. (f) Provide support and training to project staff regarding concerned systems and applications. (g) Conduct operations and maintenance on IT assets. (h) Daily operate and maintain organization's networks and Linux servers. (i) Liaise with local IT service providers/vendors.

**Requirements:** (a) Diploma or above in IT, Computer Science, Information Systems or equivalent. (b) At least 2 years work experience in software development using OOP and any relational database. (c) Knowledge in PHP, MySQL and Database system is a must. (d) Familiar with Linux environment like Apache, Samba, Script and Automation. (e) Familiar with VPN, IPSEC, LAN and WAN networking environment. (f) Proactive, self-learning, strong problem solving and analytical skills.

**Post (C) Data Entry Clerk**

**Duties:** (a) Responsible for data entry and report preparation. (b) Report preparation. (c) Paper works and folder management.

**Requirements:** (a) Completed Form 5 or equivalent. (b) At least 1 year computer data entry experience. (c) Excellent in MS Office. (d) Preferably knows basic troubleshooting in computer.

**Post (D) Receptionist**

**Duties:** (a) Perform reception duties. (b) Protect and safeguard the safety and security of the staff, service users and the property.

**Requirements:** (a) Completed Form 5 or equivalent. (b) Experience in performing reception/security functions related to handling of personnel, office and property in the customer service field.

**Post (E) Security Guards**

**Duties:** Protect and safeguard the safety and security of the staff, service users and the property.

**Requirements:** (a) Valid Security Personnel permit. (b) Completed Form 5 or equivalent. (c) Experience in performing security functions related to handling of personnel, office and property in the customer service field.

*Other requirements for the post (A) to (E):* Good command of oral and written English; fluency in at least one minority language and/or ability to communicate in Chinese is a distinct advantage; computer literate; experience working in a cross-cultural working environment; have a valid work visa and flexibility to work in Kowloon and New Territories Regions.

**Mobile Information Service at the Hong Kong International Airport**

The Mobile Information Service is a multi-ethnic team of Information Ambassadors who provide information and other support services to non-Chinese migrant workers and would-be Hong Kong residents at the Hong Kong International Airport.

**Post (F) Team Leader (Contract up to 30/6/2018)**

**Duties:** (a) Responsible for supervising, managing and motivating team members on a daily basis for the implementation of mobile information service at the airport. (b) Arrange and manage team members duty roster. (c) Distribute Information Kits to non-Chinese migrants workers and provide basic orientation upon their arrival. (d) Provide translation and interpretation assistance as required. (e) Handle enquiry hotlines for information and assistance. (f) Provide crisis intervention at the HK International Airport and referral services. (g) Conduct community outreach programme to different ethnic minority groups in Hong Kong. (h) Collect data from the service users and conduct data encoding. (i) Prepare monthly data collection analysis reports. (j) Act proactively to ensure smooth team operations and effective collaborations.

**Requirements:** (a) At least Form 5 or higher with relevant experience in customer service or public relations or social service field in a multi-cultural environment. (b) At least 3 years' supervisory experience. (c) Knowledge of the airport environment and needs of ethnic minority groups in Hong Kong. (d) Cross-culturally sensitive and openness to diverse cultures. (e) Excellent oral and written English and able to speak at least one of the languages of the ethnic minority groups. (f) Ability to communicate in Chinese is a distinct advantage. (g) Able to work in uniform and willingness to work on rotation shifts including weekends and public holidays.

**Availability: Immediate. Salary and Benefits:** Salary dependent on qualifications and experience; medical insurance; MPF and 15 days annual leave on the first year of service. **Interested parties please send a full resume with expected salary (please mark clearly the name of post applied for) to Human Resources Department, International Social Service Hong Kong Branch at 6/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 18 February 2017.** Applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful.

(All personal data provided will be treated in strict confident and will be used for recruitment purpose only).

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香港傷健協會  
Hong Kong PHAB Association

**ADMINISTRATION & DEVELOPMENT DIRECTOR**  
(on renewable contract terms)

The Hong Kong PHAB Association is recruiting a senior staff member who will report to the Executive Director.

**Qualification Requirements:**

- Possession of a recognized degree in social service administration, business administration, public administration or a related discipline;
- At least 8-years' experience in administration, planning and / or other relevant work;
- Formal training or qualifications in finance or accounting, whilst not mandatory, will be a definite advantage.

**Major Responsibilities:**

- To ensure the smooth operation of various functions, viz. central administrative services; accounting and finance; information technology; human resources; and corporate communication;
- To conduct direct supervision over the Accounting Manager, the Administration Manager, Corporate Communication and Development Manager and the Information & Communication Technology Manager;
- To explore, with the assistance of various Managers concerned, opportunities for improving the effectiveness and efficiency of various administrative functions;
- To assist the Executive Director in conducting strategic planning to enhance the strengths and remedy the weaknesses of the Association while averting risks, meeting challenges and maximizing the use of opportunities;

Demonstrable zeal for and participation in social services, either as a career or in a volunteer capacity, will be highly regarded.

Please apply with full resume, stating expected salary, to the **Executive Director, Hong Kong PHAB Association, Unit 1402, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong** on or before **25<sup>th</sup> February 2017**. Applicants not interviewed within a month after the closing date of application may consider their applications unsuccessful.

Personal data provided will be kept confidential and used for recruitment only



**The Hong Kong Society for the Deaf**

We are now inviting suitable candidates for the following vacancy:

**DEPUTY DIRECTOR**

The successful incumbent will assist Director in formulating and implementing strategic plans to support the Society's long term development and, overseeing and developing the Society's services and projects.

**Requirements:**

- Registered social worker;
- Degree in Social Work or equivalent;
- At least 10 years post-qualification working experience in which 5 years at supervisory level;
- Experience in working with disabled persons is preferable;
- Strong management and leadership skills;
- Excellent communication and interpersonal skills; and
- Excellent command of both written & spoken English and Chinese.

*Candidates with less experience will be considered as Assistant Director.*

Interested parties please send full resume with expected salary and availability to **Head of Human Resources, The Hong Kong Society for the Deaf, Room 903, DWSSB, 15 Hennessy Road, Wanchai, Hong Kong** or email to **adm\_hr@deaf.org.hk** on or before **24 February 2017**.

(All information provided by applicants will be treated in strict confidence and used for recruitment purpose only)

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# Join us and make every day matter

South China Morning Post Publishers Limited is a leading newspaper and magazine publisher in Asia. Its flagship publication, the **South China Morning Post**, is Hong Kong’s internationally recognised English language newspaper and has the city’s most affluent and influential readership.

First published in 1903, the newspaper has developed an enviable reputation for authoritative, influential and independent reporting on Hong Kong, China and the rest of Asia. Available in print, mobile, tablets and online through scmp.com and e-reader editions, the **South China Morning Post** reaches a global audience with daily breaking news, analysis and opinion, multimedia articles and interactive forums. The South China Morning Post received over 200 awards in 2015-16 for excellence in editorial, marketing and technical capabilities. Other titles in the company include the **Sunday Morning Post**, **STYLE**, **Destination Macau** and **THE PEAK**.

Through the joint venture partnership with Hearst, SCMP Hearst publishes the Chinese editions of **Cosmopolitan**, **CosmoBride**, **Harper’s BAZAAR**, **Harper’s BAZAAR Art**, **Harper’s BAZAAR Bride**, **Esquire**, **ELLE**, **ELLE Men**, **ELLE Wedding**, **ELLE Decoration**, and **ELLE Accessories**; and operates Cosmopolitan.com.hk, Cosmogirl.com.hk, Harpersbazaar.com.hk, ELLE.com.hk and EsquireHK.com in Hong Kong.

With an expanding business across a number of print and digital platforms, we are looking for candidates of high caliber to fill the following positions:

- Editorial

▶ 1. Experienced News Sub-Editors  
(Ref: CTL-ED-SE)

The SCMP is expanding and we are looking for talented, experienced and passionate sub-editors with online and print skills for our Business, China, International and Culture news desks.

Responsibilities & Requirements:

  - Editing, checking facts, rewriting and improving copy with care and sensitivity and ensuring copy is error-free
  - Crafting top-notch SEO and print headlines, standfirsts and captions
  - Ensuring all stories have the appropriate, accurate and eye-catching visual elements
  - Using analytical tools to make sure the right stories are delivered in a timely way
  - Curating skills to help manage homepages

- Minimum 5 years of experience in a real-time online news operation, a wire service or a newspaper is essential: no beginners considered
  - Financial news experience, preferably in China, required for Business desk position
  - Experience in editing news of China policies, macro-economy and international relations required for China Desk
  - International news and commissioning experiences would be ideal for International desk position
  - Experiences in editing lifestyle, entertainment and social issues, required for Culture desk position
  - Awareness of media law and legal dangers in copy, and of social media as a news dissemination tool
  - Strong familiarity with the Asia context of news
  - Can-do attitude with top-notch English subbing skills and zero tolerance for errors in grammar, spelling and content
  - Solid news judgment and the ability to communicate clearly and concisely
  - Capable of turning around raw copy fast when needed and the patience and good humour to work constructively with reporters for whom English is a second language
- ▶ 2. Senior China Business/Finance Writers  
(Ref: CTL-ED-SCBW)

We are looking for a top notch, versatile senior writer to deliver a range of business topics from the region surrounding the world's second-largest economy for a global readership. The position can be based in Hong Kong, Beijing or Shanghai. Be prepared and be willing to travel wherever the story takes you.

Have a keen nose for news, ability to crunch numbers and analyze data, the temperament to interview and extract comments from non-English speakers, and the skills to weave reporting into coherent narratives.

Responsibilities & Requirements:

  - Deliver the best business coverage from Asia's most important financial market for a global readership
  - Plan, prepare and organize different packages of medium- and long-term story ideas, based on your own reporting and interviews by our entire team of reporters
  - Spot trends and get the stories behind the news and behind the personalities driving China Inc
  - Must be familiar with business news coverage, from commodities to financial markets to property

- Degree holder with at least 5 years’ reporting experience, and with a proven track record of delivering exclusives and deep analysis on Chinese companies and financial markets
  - Top notch English writing skills and the ability to deliver to deadline are absolute musts
  - Good knowledge of the economies of mainland China, Hong Kong and Taiwan as well as the companies that operate in the region
  - Must be able to conduct an interview in Mandarin, and be able to read a document written in Chinese
  - Able to work with our online news organization that also publishes a daily newspaper, ideally have some experience straddling the two formats
  - Self-starting professional and team player, willing to pitch in where needed and take on any task

▶ 3. Video Editor  
(Ref: CTL-ED-VE)

Responsibilities & Requirements:

- Supervise video team members in Hong Kong and Beijing
- Plan and implement strategies to maximize video potential across all digital products
- Coordinate with newsroom editors to generate video for breaking news, current affairs and features
- Lead the creative direction of original video content for SCMP.com and social media platforms, and oversee quality control
- Explore live streaming initiatives
- Advise team on best practices, nurture video talent

- Degree holder with minimum 8 years’ experience in video journalism, including 3 years in a leadership role
- Must work effectively with others in a team-oriented environment
- Ability to ad-lib and improvise effortlessly in various types of situations
- Independent with strong problem solving and multi-tasking skills
- Meet deadlines under pressure
- Video animation experience an advantage

▶ 4. Experienced China Reporters  
(Ref: CTL-ED-CR)

Responsibilities & Requirements:

- Bring the news with coverage of China macro-economy, politics and/or international relations to the world via our print and online editions.
- Interviewing people in a range of different circumstances
- Build contacts to maintain a flow of news in the specific area
- Seeking out and investigating stories via different contacts, press releases and other media
- Attend press conferences and asking questions
- Conduct exclusive interviews with government officials and corporate executives
- Answer the phones on the news desk and reacting to breaking news stories, write and research accurate stories

- Degree holder in Journalism with 5 - 8 years of relevant working experience
- Good knowledge about the nation's history and its social, economic and political developments
- Good contacts for articles about China's politic/and or international relations
- Good English writing skills, Putonghua speaker is strongly preferred
- Travelling to Mainland is required

▶ 5. Experienced Reporter (Culture Desk)  
(Ref: CTL-ED-ERC)

The South China Morning Post is looking for a highly-motivated and lively writer to join its Culture Desk.

Responsibilities & Requirements:

- Generate ideas and contribute engaging stories for our print and online platforms, covering a wide variety of subjects including lifestyle, entertainment and social issues
- Build contacts to maintain a flow of stories and information, and conduct interviews with concerned parties for generating the stories
- Answer the phones on the news desk, write and research accurate stories

- Degree holder in Journalism with 5 years of relevant experience working in a newspaper, wire service or online news organization
- Versatile self-starters, with a good news sense and excellent command of English
- Be team-players with some familiarity with Hong Kong and China
- Social and multi-media expertise would be an advantage, as would Cantonese and Putonghua language ability

▶ 6. Account Manager / Senior Sales Executive  
(Ref: CJY-AMS-AM)

Responsibilities & Requirements:

- Formulate and implement sales strategies for key advertising sectors for newspaper
- Develop and maintain positive, strong relationships with new, existing and lapsed advertising clients and agencies
- Work with the team in promoting existing products and in the development of new products across print, digital and marketing solutions using consultative selling skills

- Degree holder preferably in Business Administration, Economics, Marketing, Advertising, Communications or related disciplines
- Minimum 3 - 5 years of relevant working experience, preferably in sales or account servicing
- Proven track record of generating print and online advertising revenue
- Solid experience in giving professional presentation to senior management level
- Fluent English and Cantonese. Putonghua will be an asset
- Self-motivated, results-oriented, aggressive, confident & sociable

▶ 7. Senior Manager / Manager, Event  
(Ref: CJY-AMS-SME)

Responsibilities & Requirements:

- Assist to drive event team operation efficiency and new business development.
- Distill the brand & marketing strategy and develop effective and innovative event concepts for clients
- Develop competitive analysis and formulate strategic business plan
- Manage profitability of the business

- Degree holder with at least 10 years of event management experience
- Solid project management abilities, as well as strategic intelligence for account retention and to initiates potential clients for new business opportunities
- High-caliber leadership experience in marketing initiatives, PR & event management
- Dedicated team player with a strategic mindset, and strong client acquisition techniques
- Strong communication and presentation skills
- Fluent in English and Cantonese, Mandarin would be preferable

▶ 8. Account Executive, Event  
(Ref: CJY-AMS-AEE)

Responsibilities & Requirements:

- Coordinate with other team members, business partners or suppliers to deliver client projects in a timely and professional manner
- Work with other team members to conduct market research to identify opportunities for events and solicit new businesses from existing clients
- Liaise with clients to ascertain their precise event requirements
- Develop effective and innovative event concepts

- Degree holder preferably in Marketing, Communication, Business or related disciplines
- Minimum 1-2 years of relevant working experience, preferably in PR/ advertising agency specialized in advertising, integrated marketing campaigns and pitching new business
- Good interpersonal and communication skills, well organized and attention to detail
- Good command of written and spoken English and Cantonese, Mandarin would be an advantage



➤ **9. Chinese Editor, Specialist Publications**  
(Ref: CJY-AMS-SME)  
**Responsibilities & Requirements:**

- Plan, write, execute and manage the Chinese content and production schedules of SCMP's bespoke publications as well as the newspaper's bilingual editorial products
- Manage production budgets, freelance writers and vendors, ensure that all products meet high standards of quality and accuracy
- Oversee artwork, design and photography for relevant publications
- Generate content ideas with writing staff and freelancers, create new concepts for both bespoke publishing (print and online) and SCMP special reports
- Work closely with sales team to identify new opportunities for growth and revenue
- Able to handle uploading of digital content and management of social media accounts where applicable

- Degree holder with at least 8 years in a reputable media company
- Strong relationship with a network of freelancer writers, stylists and industry experts
- Significant knowledge of lifestyle topics including art, food and wine, fashion, cars, etc.
- Exceptional Chinese writing/editing, communication, and research skills are essential. Self-motivation and ability to meet tight deadlines
- Online editorial skills and experience
- Excellent leadership, interpersonal and teamwork skills, while also being able to work independently
- Able to communicate in English

**Recruitment & Education Business**  
➤ **10. Senior Sales Manager / Sales Manager, Executive Training**  
(Ref: CFL-REB-SSMET)  
**Responsibilities & Requirements:**

- Active promotion for Executive Training business that includes corporate training, assessment tests, leadership training, media training & team building, etc.
- Build long term relationships and achieve revenue target by understanding clients' need on learning and development and offer appropriate customised training solutions
- Work with strategic partners to deliver training programs to corporate clients
- Develop new business opportunities by offering customised executive training solutions

- Degree holder with at least 2 years' corporate selling experience in learning & development
- Proven track record in achieving sales targets and maintaining client relationships
- Excellent presentation, communication and interpersonal skills
- Exceptional customer service attitude
- Result-oriented, committed and willing to learn
- Proficient in both written and spoken English and Chinese

Interested parties please send curriculum vitae with full career details, salary history, availability and expected salary to the Human Resources Division, Morning Post Centre, 22 Dai Fat Street, Tai Po Industrial Estate, New Territories, Hong Kong or by email to [career@scmp.com](mailto:career@scmp.com).

Please mark 'Private & Confidential' and quote reference.

**Digital Innovation & Technology**  
➤ **11. Multimedia Art Director (Digital)**  
(Ref: CAF-DIT-MAD)  
**Responsibilities & Requirements:**

- Design and develop websites and digital products (across desktop, mobile and tablet including both browsing and native app) from creative strategy, concept development to design production as well as ongoing optimization and enhancement
- Ability to work independently from early conception phase all the way through to execution as well as having the ability to work collaboratively on projects with team members of other disciplines (e.g. Web Development, Native App Development, Product Management and Analytics)
- In some cases defines and in all cases implements web design parameters, style guides and visual standards
- Work closely with front-end development team to achieve accurate, platform-independent versions of designed layouts and functionality
- Provide art direction and technical solution to junior designers

- Diploma or above in Digital Design or equivalent disciplines with minimum 5 years of related experience in the digital creative field and be well-versed in UX design methodology
- Excellent sense of design/style with passion to explore creativity through interactive media. Highly organized with extreme attention to detail
- Experience in designing multiple platforms and various functions of a commercial web site as well as designing interfaces for mobile devices (iOS and Andriod)
- Highly proficient in Sketch and Adobe Creative Suite (Photoshop / Illustrator / Animate / AfterEffects) and other multimedia software on MAC platform with impeccable design fundamentals (type, image, color)
- Basic knowledge in HTML5, JavaScript, CSS, Drupal, app development tools will definitely be an advantage
- Candidate with less experience would be considered Assistant Art Director / Senior Web Designer

  
➤ **12. System Engineer**  
(Ref: CAF-DIT-SE)  
**Responsibilities & Requirements:**

- Responsible for development and operations (DevOps) works on cloud platforms
- Design, build and maintain development tools such as industrial standard continuous integration system, source control system, and system monitoring tools
- Assist the system architect in infrastructure design and server related operational works to ensure the technical feasibility of infrastructure
- Optimize server components to help application for maximum speed and scalability
- Conduct research and integrate suitable tools for the team

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 3 years of system maintenance experience
- Expertise in cloud computing cluster design and familiar with Git
- Programming experience is a must. Language such as Golang, Python, Ruby or Java
- Good understanding of web development flow and comfortable with command line environment and shell scripting. Experience in implementing projects on Drupal, and node.js would be beneficial
- Flexible, proactive and able to work under fast paced environments. Excellent analytical skills in problem identification and resolution
- Good command of both spoken and written English and Cantonese; Mandarin would be an advantage

**Newspaper Engineering Services**  
➤ **13. Engineer, Mechanical Engineering**  
(Ref: CFL-NES-EME)  
**Responsibilities & Requirements:**

- To assist and carry out preventive maintenance works assigned by the Engineer mostly in day shift (For printing & related machines)
- To assist and carry out corrective maintenance works assigned by the Engineer during mid and night shift (For printing & related machines)
- Store house and stock taking routine for spare parts
- Able to write simple maintenance reports in English & Chinese

- Diploma or Vocational Institute graduate in Mechanical Engineering
- Minimum 8 years' experience in mechanical engineering field with at least 3 years' at supervisory level
- Good knowledge of use workshop machines, such as turning and milling machine
- Able to do welding works is prefer
- Strong teamwork leadership, time management and problem-solving skills

Work location for positions 1 - 8 will be at Causeway Bay office; positions 9 - 13 will be at Tai Po office, shuttle bus service is provided.

Personal data provided by job applicants will be used strictly in accordance with our Personal Information Collection Statement, a copy of which will be provided upon request sent to us at the address indicated above. You may consider your application unsuccessful if you do not hear from us within 6 weeks.

<http://www.scmp.com/work-for-us>

GENERAL

A holding company in Central, with diversified overseas investments, invites applications for:

ACCOUNTANT

- Responsibilities**
- Manage daily full sets of accounts and maintain proper internal control
  - Assist in preparing various financial reports, accounting schedules for statutory audit and tax filings
  - Carry out administrative duties
  - Perform ad hoc assignments at multiple locations when required
- Requirements**
- LCC Accounting Higher Level or equivalent, and familiar with HK accounting standards
  - At least 5 years' relevant working experience
  - High proficiency in Microsoft Office application
  - Good analytical and interpersonal skills
  - Detail-oriented, able to work under pressure independently

COMPANY SECRETARIAL OFFICER

- Responsibilities**
- Provide full range of company secretarial services to companies incorporated locally and overseas in compliance with statutory and regulatory requirements
  - Assist in organizing meetings of directors and shareholders
  - Prepare statutory documents, circulars to directors and shareholders and minutes of meetings
  - Maintain and update statutory records and proper filings
  - Carry out ad-hoc assignments as required
  - General office admin
- Requirements**
- Associates of ICSA with at least 5 years' post-qualification relevant experience
  - Detail-minded, meticulous and able to work under pressure and independently in delivering quality works and meeting deadlines
  - Good knowledge in the Hong Kong Companies Ordinance
  - Excellent written English and Chinese is essential and good hands on knowledge in Microsoft Office applications is preferable
  - Good command of spoken English and Chinese
- We offer a competitive remuneration package to the right candidate. Please send full resume with current and expected salary email to [personnel@ytsel.com.hk](mailto:personnel@ytsel.com.hk) (Yeung Chi Shing Estates Limited)

MERCHANDISING, MANUFACTURING & TRADING

Kryton International is currently searching for another member in their Beijing Office. We are in search of a **Manager-Kryton China** who will be responsible for supervising our 4 staff in Beijing, liaise with our Vancouver, Canada office and work with our current customers and distributors in China.

If you have at least 3 – 5 years of experience as a Manager, have a degree in Business Administration and have excellent communication skills in English and Mandarin, please send your application to [people@kryton.com](mailto:people@kryton.com). You may be the person we are searching for. For more information about our company and this opportunity, please visit us at [www.kryton.com](http://www.kryton.com)

CORPORATE & LEGAL



Cyberport is a creative digital cluster with over 800 community members. It is managed by **Hong Kong Cyberport Management Company Limited** which is wholly owned by the Hong Kong SAR Government. With a vision to build a legacy of entrepreneurial excellence that establishes Cyberport as a leading global innovation and technology hub, Cyberport is committed to facilitating the local economy by nurturing digital industry start-ups and entrepreneurs, driving collaboration to pool resources and create business opportunities, and accelerating digital adoption through strategic initiatives and partnerships. Equipped with an array of state-of-the-art tech facilities and a cutting-edge broadband network, the Cyberport community is home to four grade-A intelligent office buildings, a five-star design hotel, and a retail entertainment complex.

Chief Corporate Development Officer (Ref# CCD00204CP)

- Key Responsibilities:**
- Report to CEO, CCDO will be responsible for corporate business development, corporate communications and marketing, public relations, building partnership locally and globally, attracting anchor tenants and building strong business and community relationship
  - to develop the overall corporate development strategy of Cyberport and to proactively identify and attract high quality and tech-savvy tenants from overseas and the Mainland in developing Hong Kong as ICT hub
  - to develop and cultivate local and global network of business partners to accelerate the growth of the company and local digital entrepreneurs
  - to identify and drive new business opportunities, including securing new source of funding through public-private-partnership, sponsorship, donations and new revenue opportunities
  - to organise corporate marketing programmes and world-class ICT flagship events to nurture ICT companies and to promote Cyberport as a local and international ICT player
  - to build and raise Cyberport's brand locally and globally; in particular, to raise market awareness of the work of Cyberport and the innovations developed by technology companies at Cyberport
  - to develop integrated communications and community engagement programmes to reinforce the vibrant ICT ecosystem of Cyberport
  - to lead corporate public affairs in supporting the Chairman and C-level officers in public relations activities and media engagement by formulating corporate messages and announcements; and
  - Pmedia and crisis management
- Requirements:**
- Degree in technology, business or related discipline. MBA or a Master degree in related discipline preferable
  - Minimum 10 years' experience as senior management
  - Experience in business development, handle strategic partnerships and work with larger enterprises (Hong Kong, Mainland and overseas)
  - Strong media relationship, excellent interpersonal skills, good leadership and management with superb planning, organizing, execution and communications skills to manage internal and external stakeholders
  - Meticulous and well-organised with strong planning capability
  - High sense of urgency; strong executive skills; high accountable for results
  - Effective people management and excellent customer services skills
  - Excellent interpersonal and communication skills
  - Able to work under pressure and heavy workload in a sophisticated environment and deadline driven environment
  - Fluent in written and spoken English, including writing business reports and proposals, and delivering same to Board or other bodies as required; and
  - High-calibre and pro-active team player

The position is on a renewable fixed-term contract (subject to performance and operational needs) for a period of 2 years.

We offer competitive package to the right candidate. Interested party please apply on or before **28 February 2017** in confidence with full resume, stating present and expected salary, and available date to: [hr@cyberport.hk](mailto:hr@cyberport.hk) (Please mark the ref. no. on the e-mail header).

Applicants who do not hear from us by **21 March 2017** may assume that their applications are unsuccessful. Further information about the Cyberport is available at <http://www.cyberport.hk>. Personal data collected will be treated in the strictest confidence and only be used for recruitment-related purpose.

The **Employees Compensation Assistance Fund Board** is a statutory body established to administer the Employees Compensation Assistance Scheme for the protection of the entitlement of employees and others to compensation or damages for employment-related injuries under the provisions of the Employees Compensation Assistance Ordinance. We now invite applications for the post of:

LEGAL EXECUTIVE

- Key Responsibilities:**
- Reporting to the Legal Advisor / Administration & Finance Manager to:
- process applications for assistance payment and handle cases of surcharge collection
  - prepare claim reports and provide administrative support in claim issues
- Qualification:**
- Applicants should -
- possess a degree, preferably in Law or a related discipline;
  - have at least 5 years' working experience with 2 years in Employees' Compensation/personal injury or legal cases handling;
  - possess excellent command of written and spoken Chinese and English;
  - have good knowledge in MS Office applications and Chinese word processing, with knowledge of Access and Excel an advantage.
- Remuneration:**
- Successful applicant will be appointed on contract terms for a period of 2 years. Attractive remuneration package including basic salary and end-of-contract gratuity will be offered.
- Application:**
- Interested applicants should send an application letter, marked "Application for Legal Executive" on the envelope, together with a curriculum vitae with the current and expected salary and the date available for assuming duty, to the **Executive Director, Employees Compensation Assistance Fund Board, Room 1903-04, 19/F, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong**, on or before **18 February 2017**. Applicants who are not invited to interview within two months from the closing date should consider their applications unsuccessful. All information provided will be treated in strict confidence and used for recruitment related purpose only.

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