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South China Morning Post

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### 1. Executive Officer (Ref: EO/Oct/2015)

**Duties:**

The appointee will be required to:

- (1) Oversee the day-to-day administration of the College and ensure proper implementation of office policies;
- (2) Lead and monitor the administrative team to provide good administrative service to all committees;
- (3) Provide secretarial support for committee procedures;
- (4) Manage budgets, accounts, procurement and facilities of the College;
- (5) Liaise with external parties on all matters;
- (6) Perform any other duties as assigned by the president.

**Requirements:**

- (1) A university degree or equivalent;
- (2) Good command of both written and spoken English and Chinese with fluency in Putonghua.

**Preferred Attributes:**

- (1) Effective communication skill and a good team player;
- (2) Effective problem solving, analytical and organizational skills;
- (3) Strong PC skills in general office administration such as MS Word (English and Chinese), PowerPoint and Excel etc.;
- (4) At least five years of relevant solid administrative and supervisory experience, preferably worked in tertiary education or healthcare related sectors.

### 2. Executive Assistant (Ref: EA/Oct/2015)

**Duties:**

The appointee will be required to:

- (1) Perform administrative and clerical duties to support the daily operation and project of the College;
- (2) Provide clerical and logistic support in organizing professional and educational activities and events;
- (3) Handle correspondence and documents including filing and record keeping;
- (4) Perform data entry, data analysis and compile various statistical reports;
- (5) Perform any other duties related to the post as assigned by supervisor(s).

**Qualifications:**

Applicants should:

- (1) F5 or above, passes in HKDSE including English Language and Chinese Language or equivalent;
- (2) Good command of computer skills including Chinese and English word-processing; use of excel and other software are preferred;
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- 4) have prior experience in construction industry and project management skills;
- 5) have good people management and interpersonal skills;
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For interested parties, please submit your application along with your CV **on or before 6 November 2015** via online application <http://www.westkowloon.hk/careers> or by mail quoting the reference number, name of the position, expected salary and your availability to:

Ms Agnes Chan  
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POWER PROFILE



Following a winning formula

TransUnion president of APAC Lawrence Tsong has created a successful management framework based on three guiding principles, writes **Jolene Otremba**

Photo: TransUnion

HIGH-FLYERS

It is no easy feat leading the charge at any company in today's fast-paced and competitive business environment. Yet Lawrence Tsong's relaxed and confident stride gives no hint that he has the mammoth job of heading the Asia-Pacific business of one of the world's largest credit information services companies, TransUnion.

While his confidence comes from decades of experience in management at behemoth companies such as United Overseas Bank Group and American Express, Tsong also attributes his career success to three personal guiding principles: focusing on the things you can control, having a team-based approach and empowerment.

"These are the three things that I have banked on over the last two decades of my experience, and this is a winning formula," he says.

With this formula in hand, Tsong is taking care of all aspects of growing and promoting TransUnion's presence in the Asia-Pacific markets. As president, he is also leading the company as it undergoes a major transformation from a credit information provider to an information solutions provider for consumers and businesses.

The company employs around 130 people in the region and 4,100 globally. It continues to be in full hiring mode as it completes a three-year, multimillion-dollar upgrade of its global technology platform. The new system will be used to bol-

ster the company's data analytics capabilities, significantly reducing the time needed to deploy solutions to new markets.

Tsong attended The University of Hong Kong thinking he would study law, but in the end found his passion to be business administration. A two-year management trainee programme with American Express set him up for a career in management roles which took him to different job markets.

Finally, after more than a decade in business development, he felt it was time to find a job that would allow him to contribute to the industry at large while at the same time stay in finance. "TransUnion was spot on," he says.

So far, Tsong has helped the business's footprint expand into the Philippines and the mainland. He attributes these achievements to his "success ingredients".

"First and foremost, you need to focus," he stresses. "Focus on what you are doing and more importantly, focus on the things that you can control. Don't waste your time focusing on the things that you can't control."

Pointing to an industry example, he says there is no point trying to persuade a regulator who has not moved in a whole month. Instead, it is more important to know when to let go and move on to something else. "This is very important because in today's corporate world, you don't have time, especially in a performance-oriented company. So focus on what you can control."

Second, he says it may be cliched, but success is not based on one person's efforts. "When I was in university, I thought

ELEMENTS OF ENGAGEMENT

**Lawrence Tsong gives five tips on how to lead a team.**

**Vision** "A leader must have vision and be forward-looking. Leading a team is a long-term vision for the next five to 10 years, so you must set milestones and achieve them."

**Magnetism** "Make sure your team members, especially your management team, are on board with your vision."

**Focus** "Be focused and goal oriented. Set goals for yourself and focus on what you can control. If something can't be resolved, let it go."

**Kinesis** "Engage your management team and middle managers. These are the people who will help you to drive execution and drive your vision."

**Transparency** "Communication is key. Be very transparent with what you have to say and don't have a hidden agenda."

you could drive success on your own and it's a hero's story. But when I started working, I realised it's teamwork and you need the right mix of talent to support you to achieve success."

By having the right mix of talent and support staff, the crucial next step is being able to delegate and empower the people around you to support you in achieving your goals for the company.

"In today's corporate world, every executive is running against time. You need to delegate," he says. "How can you do everything yourself?"

Tsong also attributes part of his career success to knowing when it was time to move on. "Every move I have made in my career was a planned move, and nothing is accidental. Some people think it's so structured and so planned and it's very boring, but I am a structured person."

His belief that everything happens for a reason and that every move should be carefully thought out is also reflected in his

management style. He said that decisions can't be emotional but instead should have "proof points".

"It is like when we present a case or a new product to a customer, we have to show proof points and show a cost and benefit analysis, so that if you invest in this product, you know what the returns and the risks are and the points that we will address for you," he says.

While there are many challenges in his job on a daily basis, he approaches them with solutions in mind, not accepting that human nature should be blamed for failures. He says it is important to find out why things fail and how problems arise, and pinpointing these helps find more successful solutions.



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NEWS BITS



**Data scientist tops list of jobs with best work-life balance**

SAUSALITO - US careers website Glassdoor has released a list of the 25 best jobs for work-life balance based on employee ratings on a scale of one to five, with "one" being dissatisfaction and "five" akin to work-life nirvana.

Tech and engineering jobs are among the best-ranked, with data scientist topping the list with a rating of 4.2. Glassdoor suggests tech jobs allow workers to work anywhere. There are also more openings and pay is generally higher, giving employees more control over their careers. *Washington Post*



**Indonesia says no language tests for foreign workers**

JAKARTA - Indonesia will not force foreign workers to take exams to show their proficiency in Bahasa, according to the government. Officials are denying reports of exams being introduced, saying President Joko Widodo wants to attract foreign investment to boost Southeast Asia's biggest economy.

In March, the government decided against language tests for foreigners seeking work permits after protests by investors who see it as protectionist. However, local governments can independently adopt the rule. *Reuters*



**British women's political party calls for pay-gap reduction**

LONDON - The Women's Equality Party is demanding more equal pay for men and women in Britain. Last year men earned \$516 billion (HK\$6.2 trillion), while women earned just \$271 billion.

"Why? Because millions of women are being paid less than their male colleagues and they are leaving work because they can't afford childcare," says party leader Sophie Walker.

On average, British women earn 9.5 per cent less than men and only 23 per cent of FTSE-100 company board members are women. *AFP*

Photos: AP, AFP

CASE STUDY

HK still letting down its working families

**The Background**

The concept of work-life balance is a popular topic. In March, a panel of government advisers commissioned a report that found that 23 per cent of the working population works more than 51.5 hours a week. Long hours and, for some, stressful working environments, are causing deterioration in relationships among working families and are making it increasingly difficult for new mothers, in particular, to rejoin the work force.

Hong Kong is currently behind developed nations in its legislation on family-friendly employment rights. Under the Family Status Discrimination Ordinance, it is unlawful to discriminate against a person on the grounds of

"family status", where an individual has responsibility for the care of an immediate family member. Although this provides a good grounding to protect workers, the conditions are still far from ideal for working families.

Other than this, Hong Kong provides for limited entitlements for statutory annual leave, maternity leave and, as of this year, three days paternity leave. However, the length and conditions of those periods lag behind those of other regions. Hong Kong has not enacted any maximum working hours requirements, there is no parental leave legislation nor any arrangements where workers can request flexible shifts or take emergency time off to care for family members.

In contrast, for example, Australia's Fair Work Act sets a maximum of 38 working hours per week, plus reasonable additional hours, entitlement to 10 days of personal/carer leave per year and four weeks of annual leave.

**Julia Gorham is a partner and head of DLA Piper's Asia employment practice. She has a particular focus on contentious employment disputes, as well as conducting internal and regulatory investigations for clients.**

Hong Kong is currently behind developed nations in its legislation on family-friendly employment rights

**The Efforts**

This past July, the Legislative Council's Panel on Manpower raised a few important issues and updated the government's current stance on implementing family-friendly employment practices (FFEP). While it has allocated considerable resources to promoting FFEP since 2006, there have not been any notable improvements.

There have been marketing efforts to encourage businesses to adopt them, such as encouraging flexible working hours and setting up a nursery room in the workplace for new mothers.

Although this is seen as a positive step forward, the proposals are limited, with some suggesting that flexible working could mean agreeing to a five-day week, rather than what is often a six-day week for many workers. In developed nations, flexible working generally means shorter weeks, such as three or four days and more open arrangements. However, there is no

empirical way of measuring whether these efforts are promoting change in Hong Kong employers.

The Panel on Manpower also discussed working with the Education Bureau to increase the number of whole-day kindergarten places to encourage female homemakers to rejoin the work force. Others say the government should take the lead in promoting FFEP by introducing these policies for civil servants.

**The Benefits**

As an employer, there are many benefits to internal family-friendly policies such as flexi-time or working from home.

Many businesses see an economic benefit in allowing staff to work at home to save office space and adopt new remote working technologies. There are also likely to be benefits to staff morale and possibly increased productivity. From a health and safety perspective, additional flexibility may reduce tension

and stress within the workplace for those balancing home life and work, creating a more positive environment for all.

Employers may also have greater access to a wider talent pool, such as individuals wishing to work in less traditional paradigms, as well as those returning to the workforce after time off (for example study leave, sabbaticals, travel or after having children). Women returning to work after raising children have been targeted by savvy recruiters who see the wealth of expertise this group can bring to business.

As such, family-friendly or flexible working arrangements will boost retention and rehire rates, which will benefit successful companies due to the high cost of training new staff and the shortage of skilled labour in Hong Kong.

Despite the lack of statutory provisions for implementing such policies, it is a wise business decision to introduce them as there are definite advantages that will generate growth.

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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# Key factors that drive successful RPOs

Recruitment process outsourcing, or RPO, is taking off in Hong Kong. It allows employers to subcontract specified hiring functions to an external provider, thereby letting them focus on their core business, operate more efficiently and keep budget under control.

Here, Alan Wong, managing director of Kelly Services Hong Kong, a leading supplier of such services, explains the key factors in running an RPO project which delivers results.

**Q. Which types of employer are adopting RPO in Hong Kong?**  
A. They are usually companies which care about driving a consistent, high-quality EVP (employer value proposition) in their dealings with candidates. For reasons of business expansion, change of operational processes or other specific business needs, sizeable companies may have to fill quite a number of roles within a specified period of time.

**Q. What are the major benefits?**  
A. Apart from accelerating the hiring process and maximising the chances of finding good-quality recruits, there are other longer-lasting advantages. Given the service provider has a stronger talent pipeline, a more creative hiring approach and a better run process, companies that commit to the RPO service from end-to-end may enjoy a consistent and tailored approach that increases their brand visibility in the talent market. During the process, companies will also benefit from the transfer of relevant HR skills plus recommendations to improve operations, talent engagement and cost effectiveness. If preferred, the service provider can also nominate dedicated consultants and run the assignment from the client's premises.

**Q. What does it take to run a successful RPO project?**  
A. What we call a thorough company diagnostic is essential to clarify what is needed and identify possible loopholes. It is also important to communicate the overall methods and expected benefits to those involved. This should be done clearly and directly, with a process also put in place to proactively and systematically resolve particular issues as they arise with the client. We also set out a number of KPIs and metrics for ourselves and the client. Examples might be to achieve improved retention rates, more referrals or positive feedback on a better candidate experience, and there are both ongoing and wrap-up reviews to make sure objectives are being achieved.

A successful RPO project with a high rating reflected in the post-project survey will often result in plaudits for the project leader – often the HR project leader – from the hiring manager.

**Q. What do you discuss with clients at the outset?**  
A. There are the basic things such as the number people required and the particular challenge the company is facing. It might be that they are setting up a new division, transferring certain functions from another location, or simply expanding fast and struggling to keep up with hiring demands.

In some cases, we also need the client to be more realistic or “admit their pain”. For instance, they may set out an unreasonable salary range, have vague job descriptions, unclear reporting lines, or not be addressing the root cause of a problem like high staff turnover. Our task as RPO specialists is not to find a short-term fix for recruitment, but to act as



consulting partners able to advise on all of the broader issues. We always refer to ourselves as Chinese medicine doctors who tend to address the root cause of the issues, rather than simply addressing the superficial symptoms.

For any project, another essential requirement is to have full backing at board level. Unless that is guaranteed, things can go off track, especially if some middle managers are a bit less committed to taking this approach.

**Q. How do you prepare for a new assignment?**  
A. Once we know the main parameters, the first thing is to gather relevant market information, strike rapport with the key stakeholders on clients' operational level – often the HR and hiring managers – and gain a full understanding of the existing process. We also undertake the necessary candidate research so that we understand the potential candidate pool and key factors relating to the specific roles and the relevant industry. We then work closely with the client to plan the interview process, agree on the main selection criteria and expectations, and outline some of the key questions to ask.

During the process, we also conduct a gap analysis to identify gaps in the core value of our client's brand and in the underlying talent issues. In doing this, we want to get a feel for the company's culture and unearth any “surprises”. For instance, the job may involve frequent travel, unsocial hours or being on call at weekends. Also, situations occur where an HR manager doesn't quite know what the line manager wants, so we will go on site and talk to the people directly involved. This helps us get the clearest possible idea of what kind of candidates will be the right fit and who can be ruled out straight away.

In the end, the client decides who they want to hire and the precise terms they are prepared to offer. But, throughout the process, it is up to us to steer them in the right direction.

**Q. What else is involved?**  
A. Candidate management is also very important. Once through the initial screening, we will guide the candidate to better understand their strengths and weaknesses, what the company requires, and inspire them on how best they may contribute to the client's businesses. We may touch on the way to communicate, tone of voice, and demeanour. Before their interviews with the employer, we also remind candidates to have a good “story” to tell about background, interests and motivations.

On the other hand, we advise clients to present a clear narrative about their

company and why they are hiring. It is surprising how many would otherwise overlook this.

Regardless, our key contribution is to help candidates see the beauty of their potential employers. This is why we often share with suitable candidates some touching stories about our clients to capture their hearts. We once had a high-calibre candidate whom we felt suitable for our client. The candidate was originally indifferent to the opportunity and claimed that it was only money that would move him. We chatted with him about the client and some of the stories behind its unique culture. The candidate softened and held a much more hopeful attitude towards the next interview.

Many other recruiters tend not to pay much attention to how candidates feel during the hiring journey. We believe every encounter for our candidates and clients is an opportunity to build our clients' brand in the talent market. A good employer brand starts from the candidate's first encounter with the company, not when he or she is hired. You would be surprised how clients with good employer brands attract referrals from candidates who didn't even go through final interviews.

**Q. What extra assistance can Kelly offer, if required?**  
A. If a client is new to Hong Kong, we can give advice on local regulations such as the Employment Ordinance and policies governing things like equal opportunities, privacy and harassment in the workplace. If employers need to fill “difficult” positions or niche roles, for which there may be few viable candidates, we can refer them to our sister company BTI Consultants, which has a unique mapping process to tackle such situations. Of course, if clients want to talk about payroll process outsourcing, we can do that too.

**Q. How do you see RPO developing in Hong Kong?**  
A. I believe there is plenty of room for growth in 2016 and beyond. Even if an uncertain economic outlook causes multinationals to put some limits on headcount, these organisations – and others – must still take advantage of opportunities to grow their business. If their in-house HR teams and line managers are overstretched or have to focus on other priorities, it makes obvious sense to use RPO to look after hiring needs and handle the candidate search.

I also think the sector will benefit from the fact that many overseas-based companies are still keen to establish a foothold or expand their presence in Hong Kong as a gateway to Asia. For example, some brand-name retailers fall into this category. They need help in finding a good team quickly including executives, store managers and frontline staff, and the best way is to work with an RPO partner who really knows the local market.

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2. Ongoing review of accounting policies, internal control procedures and financial regulations.

3. Perform financial system maintenance and enhancements.

4. Assist in handling ad-hoc projects.

Requirements

1. Possession of professional accounting qualification of a recognized professional accounting body.

2. Proficiency in computing / PC skills, e.g. Excel, Access, PowerPoint and Word.

3. Good command of written and spoken English.

4. Self-motivated, strong analytical ability and good interpersonal skills.

Preferred attributes / Exposure

1. 3 years' working experience in financial accounting and reporting.

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3. Ability to organize work and supervise staff in a busy working environment.

4. Good coordination / liaison skill.

Remarks

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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 7 January 2016 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



EVENTS WATCH



The conference's panel discussion saw (from left) Jose Bezanilla, CEO of Great Place to Work in China, moderate a discussion on inspiration as a strategic driver with Tony Jasper, principal of global employer services at Deloitte Touche Tohmatsu, Jeff Ellertsen, VP of global services at Up Your Service, and Alessandro Paparelli, VP of HR at Kering Asia-Pacific. Photos: Jordan Yim

EXPERT EYES ON HR

Top-level practitioners shared best practice strategies at the Classified Post HR Conference 2015, writes **Deva Lee**



Tony Jasper



Alessandro Paparelli



Jeff Ellertsen

At last week's Classified Post HR Conference 2015, HR specialists, talent development managers and corporate leaders were provided with cutting edge strategies for the HR industry's most pressing current issues.

Guests at the event, held on October 16 at the JW Marriott Hotel in Admiralty, were welcomed by Elsie Cheung, chief operating officer at South China Morning Post Publishers. "Human resources is one of the most challenging corporate functions in the marketplace today," she said in her opening address. "It faces a multitude of issues, including the need for staff to upscale in the digital age, increasing demands for work-life balance [and] the competition to recruit talents with a global outlook."

Three thought-provoking speakers responded to these challenges and more: Jeff Ellertsen, vice president of global services at Up Your Service, Alessandro Paparelli, vice president of human resources at Kering Asia Pacific, and Tony Jasper, principal of global employer services at Deloitte Touche Tohmatsu.

In keynote speaker Ellertsen's presentation on "Improving corporate culture to gain a sustainable competitive advantage", he highlighted a service model unlike the traditional notion of customer service. "Service is taking action to create value for someone else," he said. He also made a distinction between service excellence and service culture. "Service culture is one where everybody is moving to improve in service," he explained.

Companies need to improve their service culture to compete, Ellertsen argued, because customer expectations are always rising and "service excellence is a moving target".

Following Ellertsen and providing the audience with a case study on corporate culture, Alessandro Paparelli gave a presentation entitled "Empowering imagination: the power of an effective 360 employee engagement".

Central to employee engagement at the Kering group, Paparelli said, is ensuring equality and diversity, as well as community engagement. When it comes to engagement, he explained, "you have to have a balanced population to start with". As such, Kering focuses on "engaging for diversity" by aiming to increase female leadership in senior management. They also partner with local NGOs to "promote a culture of engaging internally as well as externally".

Paparelli also emphasised the need for an effective engagement platform, such as the Kering group's intranet and mobile app, where employees can "exchange ideas, read relevant news and get in contact [with each other]".

In the third presentation of the morning, Tony Jasper addressed the growing challenge of global and virtual workforces in his presentation on "How to manage geographically diverse teams". He discussed approaches to managing virtual workforces, which needs strategies unseen in traditional HR practices.

He explained that employee relocation may soon be a thing of the past. "It's probably a lot more likely that you will have available talent in one location and you will have available projects ... on the other side of the world," he said.

Jasper sees virtual workforces as "an inevitable step" for most companies. "You're needing to work with teams that you have never met, and you may never meet."

Rather than seeing virtual teams as a negative change in business practice, companies should focus on the opportunities that they present, Jasper noted. Face-to-face communication in companies is often intimidating for employees, he said, and digital communication methods "get past the hierarchies".

Rounding off the morning's schedule, Great Place to Work in China CEO Jose Bezanilla led a panel discussion on how inspiration drives talent teams.

Inspiration "is one of the three

weakest spots [in business] ... across the globe," he said. Companies should prioritise the motivation of their employees, he argued, because inspiration "is key to unleashing potential in talent".

When he was asked how leaders should inspire their staff, Jasper pointed out that cultivating inspiration is not formulaic. "Find the people who inspire and enable them to do more," he said.

Bezanilla finished off the discussion by encouraging leaders to "tap into what resonates with people" when attempting to inspire them. In order to remain competitive in today's talent-driven business environment, Bezanilla said, employers "need committed people, engaged and aligned, bringing their best versions every day to work."

Conference participant Uno Woo, HR manager at the Victoria Educational Organisation, said she appreciated the advice shared by the speakers. "For me, it is very important that I have some practical ideas and some practical [advice on] how to implement staff engagement."

Over 160 HR specialists and business leaders attended the conference and workshop at the JW Marriot Hotel in Admiralty.



You're needing to work with teams that you've never met, and may never meet

TONY JASPER, PRINCIPAL - GLOBAL EMPLOYER SERVICES, DELOITTE TOUCHE TOHMATSU



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Tertiary level with min 8 years trade product mgt/advisory exp in established FI with people mgt exp, solid background & knowledge in trade services, trade finance & supply chain finance (Factoring exp is a advantage but not a must), strong ability to work with different teams across functions with excellent interpersonal skills, fluent English & Cantonese

Head of Branch Mgt & Administration

Negotiable

U grad w/min 12 banking exp including 6 yrs in branch administration & supervision, conversant with market-relevant information and rules/regulations governing the retail banking operations and practices, manage the daily operation of the department in support of whole local branch & other distribution network

Senior / Customer Relationship Manager, Cross-border Banking (Mainland China Customers)

U grad with 8 years retail banking relationship mgt & some leadership exp, well versed in market dynamics in Mainland China and have exp in dealing with Mainland customers, strong sales and customer orientation, with gd communication and interpersonal skills, passes in IIQE & HKSI licensing exam, fulfillment of the competency requirements to carry out relevant regulated activities of SFC  
(Less exp will be considered as Assistant Manager)

Senior Credit Manager / Approver (Commercial Lending)

Negotiable

U grad w/min 8-10 yrs commercial lending credit experience with credit approval authority, strong knowledge in commercial lending facilities & regulatory requirement, ability to handle credit enhancement projects & formulate related guidelines and procedures, strong in accounting principles and financial statement analysis  
(Less exp will be considered as Credit Manager/Approver)

Customer Relationship Manager(s), Retail Banking

(HK\$25-60K Basic – Over 20 openings)

U grad, w/min 4 solid relationship manager exp focus on investment & insurance sales in retail banking with proven sales track record, full IIQE & SFC licence  
(Less exp will be considered as Relationship Mgr Trainee)

Senior Fixed Income Manager, Treasury

(Type 9 - Responsible Officer)

U grad with min 5 yrs exp working as fixed income manager role in established FI, min 1 year investing exp in HK dollar and CNH debt instruments, hold type 9 license and meets SFC standard for responsible officer is a MUST, fluent in Putonghua & English as well, either academically trained in credit analysis or a CFA chartered holder

Team Head / SRM / RM, SME Business, Commercial Banking

U grad, with min 5 years commercial banking experience with good commercial lending product experience (trade finance, SME loans, mortgage...etc) with gd knowledge in relevant regulatory and compliance requirements is preferable, good English & Chinese, Connection with solicitors firm, accounting firm, company secretary, NGO is preferable

Private Banker, HK or China Market

(5 openings)

U grad w/min 4 yrs solid private banking experience focus on HK or China HNW customer segment, fluent in Cantonese, English & Mandarin, also consider candidates from retail banking Sr RM level as Junior Private Banker

Team Head / Relationship Managers, Local or China Corporates Commercial Banking

(many openings)

U grad in fin/econ/BA, min 5-10 yrs solid RM exp in comm/corporate banking w/solid trade & corporate banking products selling exp focus on MME to large corporate segment w/annual at least HK\$300m or above (MME to Large Corporate), can prepare credit proposal independently, Team Head candidate is expected to have at least 2 yrs people mgt exp  
Less exp will be considered as AVP/Manager

Wealth Coach Manager / Investment Consultant, Retail or Private Bank

(5 openings HK\$400K-700K p.a.)

U grad w CFA, CFP or CFMP, min 5 yrs investment sales or relationship manager exp with excellent track record & knowledge in mutual fund products gained in retail bank, w/HKSI licence, excellent presentation and communication skill and up-to-date market knowledge in mutual fund market  
(Candidate who want to be wealth coaching role without sales target can apply Wealth Coach Manager)

Manager Resources Deployment Mgt, RBWM Distribution

(Negotiable)

U grad with min 10 years retail banking distribution exp, develop and deploy a viable staffing model to cope with business strategy and direction, review training programs and licensing requirements so as to match with market demand and competency requirements, establish coaching mechanism in branch network for enhancing team bonding, staff engagement, knowledge and skill transfer

Assistant Vice President / Vice President, Syndication

U grad w/min 6-8 years exp in loan syndication with solid PRC exposure , proven financial , commercial & biz acumen, strong analytical skills and highly numerate and articulate, strong origination experience and Chinese word processing and fluent Mandarin speaking is a MUST  
(Less exp will be considered as AVP)

Section Head / Senior Manager, Internal Audit

(Negotiable)

U grad and being a qualified CPA, min 6-8 years in general audit or banking operations, relevant audit exp in commercial banking, commercial credit or risk mgt highly preferred, gd knowledge of auditing, banking and regulatory requirements in Hong Kong, China and Macau  
(Offer of Section Head or Senior Manager will depend on candidate's experience)

Senior Manager, Digital Banking

(Negotiable)

U grad in BA/Marketing, e-Commerce, IT or related disciplines, min 8 yrs rel exp in banking industry or leading FI with proven track records in project mgt & digital banking development, creative thinking & self-motivated with strong analytical & planning skills, exp in HTML, CSS & Javascript is required

Branch Manager / Center Manager, Retail Banking

(Negotiable – 5 openings)

U grad in BA or with CFA, CFP, CFMP, min 10 years of sales experience in retail banking including 5 years in managing the portfolio of high net worth customers, with exp of coaching or mentoring jr sales staff, to formulate and implement localized sales and marketing plans for the Affluent Segment Banking Centre to achieve the assigned business targets, as well as direct and manage the operation of the centre to maximize service quality and productivity  
(Candidate with solid branch or Ctr mgt exp will be considered Branch Manager)

Assistant Manager / Sr Officer, Credit Policy & Admin – Private Banking

(Negotiable)

U grad, with min 5 yrs rel credit policy & admin exp, serve private banking business by formulating credit policy and related approval procedure. Good command of Putonghua and Chinese writing are essential

Insurance Sales Manager, Retail Banking

(HK\$20-45K Basic + Incentive)

U grad with min 2-5 yrs financial planning exp in retail banks or FI, strong knowledge in life insurance products. Candidate with team mgt exp will be considered as Team head role

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**Campus Development Office**  
**(1) Project Co-ordinator II (Ref. PC/183/1015/SC) (closing date: October 27, 2015)**  
The Campus Development Office (CDO) provides project management services for the University’s major capital and AA&I projects, as well as in-house planning, architectural, engineering and cost estimating services for various fitting out works, campus infrastructure, slopes and campus environment enhancement. With the objectives to achieve design excellence and sustainability development, projects managed by CDO have received various prestigious awards, e.g. HKIA Annual Awards, HKGBC Green Building Awards, etc.  
Applicants should have (i) a Bachelor’s degree; (ii) at least 3 years’ work experience in administration; (iii) an excellent command of written and spoken English and Chinese (fluency in Putonghua is preferred); (iv) strong interpersonal, communication and organizational skills; (v) accounting or personnel experience; (vi) good computer and presentation skills; and (vii) the ability to work independently and under pressure. Work experience at tertiary institutions and/or knowledge of the construction industry will be advantageous. Duties include (a) assisting in project planning and implementation; (b) organizing visits, events and activities; (c) performing general liaison and providing committee services; (d) assisting in administration and financial management; and (e) performing other tasks as assigned by the Director. Relevant practical training will be provided for career development. Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.  
**(2) Project Assistant II (Ref. PA/91/1015/SC) (closing date: October 27, 2015)**  
Applicants should have (i) completed secondary education or above; (ii) Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B); OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese and English); Level 2 or above in NSS subjects, “Attained” or above in ApL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) fast and accurate Chinese and English typing; (iv) good knowledge of various computer applications, such as Word, Excel and PowerPoint; (v) fluency in English and Putonghua; and (vi) a strong sense of responsibility and self-motivation. Work experience at institutions and/or knowledge of the architectural/construction industry will be advantageous. Duties include (a) assisting in architectural/construction project implementation; (b) organizing visits, events and activities; (c) processing documents and payments; (d) assisting in office administration and operations; and (e) performing other tasks as assigned. Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement. [Note: Applicants must submit copies of HKCEE/HKDSE certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications may NOT be considered.]  
**Application Procedure**  
The applicants **must complete** an application form [Ref. PO2/8/11] which is obtainable at <http://www.per.cuhk.edu.hk>. Completed forms, together with copies of qualification documents, should be forwarded to the Personnel Office, The Chinese University of Hong Kong, Shatin, Hong Kong on or before the closing date. Please quote the reference number and mark ‘Application - Confidential’ on cover. The Personal Information Collection Statement will be provided upon request.



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**BNU – HKBU UNITED INTERNATIONAL COLLEGE IN ZHUHAI**  
BNU-HKBU United International College (UIC) is located in Zhuhai, one of the most livable cities in China, with Hong Kong to the east and Macao to the south. UIC, founded jointly by Beijing Normal University and Hong Kong Baptist University, is the first full-scale collaboration between academic institutions from mainland China and Hong Kong. As a liberal arts college, UIC aims to produce graduates with an international perspective, fluent in both English and Chinese, with knowledge and experience of China, Hong Kong and the world at large. UIC started operation in October 2005 and offers undergraduate courses through English medium in three academic divisions: Business & Management, Humanities & Social Sciences, and Science & Technology. The College now invites applications for the following positions which are expected to be filled in February and September 2016 respectively:  
**1. Professor/Associate Professor/Assistant Professor in Computer Science and Technology (DST151004)**  
Applicants who can teach Computer Graphics, Digital Media Communication, DB Management Systems, Human-computer Interface, Operating Systems, Data Communications and Networking, Programming Languages, Compilers, Computer and Network Security, Digital Media Computing, Software Engineering, Internet and the World Wide Web, are welcome. We are particularly interested in applicants whose research is in the field of data mining and machine learning.  
**2. Associate Professor/Assistant Professor in Chinese Language and Culture Centre (CLC151001)**  
Applicants who can teach Chinese Literature, Chinese Philosophy, Chinese Culture, Chinese History, Chinese Politics and Chinese Society, are welcome.  
**3. Associate Professor/Assistant Professor in World History and Civilization (GEO151002)**  
Applicants who can teach courses related to American History, European History, World Civilization, are welcome.  
**4. Associate Professor/Assistant Professor in Music (GEO151003)**  
Applicants who can teach Choral Studies, Orchestral Studies, are welcome. Familiarity with woodwind/brass is desirable.  
**5. Associate Professor/Assistant Professor/Senior Lecturer in International Journalism (DHSS151006)**  
Applicants who can teach courses related to New Media, Broadcast Journalism, Convergent Journalism, International News, are welcome. The appointee also needs to maintain a news website featuring content from journalism students.  
**6. Associate Professor/Assistant Professor in Applied Translation Studies (DHSS150907)**  
Applicants who can teach courses related to Practical Translation, Translation Theory, are welcome.  
**Applicants for the above posts 1-6 should hold a PhD or a Master’s degree with extensive working experience in a related discipline and should be committed to excellence in teaching and undergraduate education. Research interests and experience are desirable.**  
**7. Director of the Four Point Education Coordination Office (FPECO-A150306)**  
The appointee should have a recognized bachelor’s degree with substantial proven and relevant working experience in similar or related areas. He/she will be required to: (1) Lead the student career development team; (2) Network with industries for student placement and internship; (3) Liaise with students’ parents; and (4) Participate in the management of student and alumni affairs and fund-raising.  
**The applicant should have a dynamic personality to head the office, with excellent communication skills in both English and Putonghua, team spirit, ability to work in cross-cultural settings, multi-tasking, strong problem-solving skills, and the ability to work under pressure are essential. He/she should be able to go on frequent business trips and be adaptable to flexible working hours.**  
**Appointment Terms**  
Appointment to these positions will initially be made on a fixed-term contract of two years. Commencing salaries will be commensurate with qualifications and experience. Benefits may include medical insurance and housing allowance. Continuation of appointment beyond the initial term will be subject to mutual agreement.  
**Application Procedures**  
Please send your application by email to [recruit@uic.edu.hk](mailto:recruit@uic.edu.hk). Applications should include a curriculum vitae and completed “Job Application Form” downloadable from <http://uic.edu.hk/en/hr/jobs/application-procedure>. Please indicate post being applied for, field, level (if applicable) and reference number. The College reserves the right not to fill the positions, or to extend the search until suitable candidates are found or to make an appointment by invitation.  
**Closing Date: November 30, 2015**

**Pok Oi Hospital Chan Kai Memorial College**

Applications are invited for:

**Teaching Assistant (English) (Contract)**

- Native English speaker with Bachelor Degree or above
- Major in English would be an advantage
- To help teachers to prepare teaching materials, arrange remedial programme etc.
- Responsible for daily clerical duties

Interested applicants should send the application will a full resume by **6<sup>th</sup> November 2015 to The Supervisor, Pok Oi Hospital Chan Kai Memorial College, Lung Hang Estate, Shatin, N.T.**  
(All information provided by applicants will only be used for recruitment purposes.)

**LA SALLE PRIMARY SCHOOL**


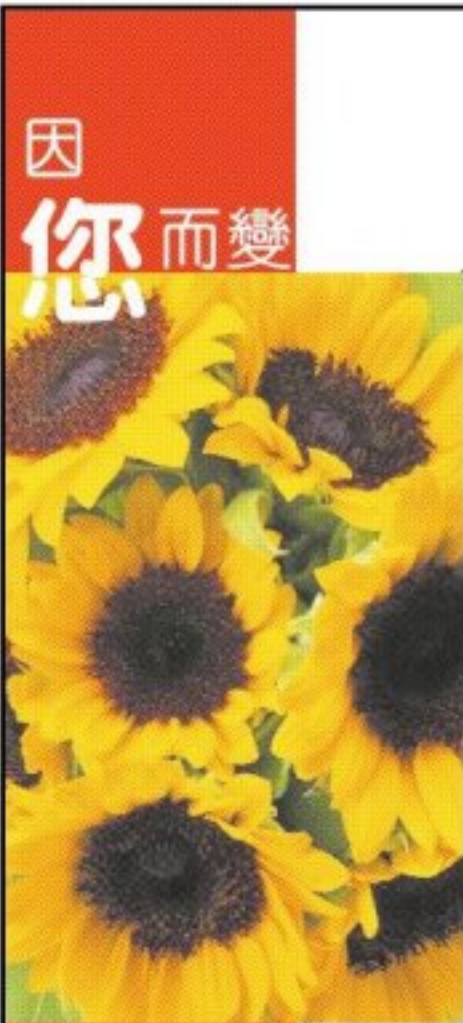
Applications are invited for the post of Principal of La Salle Primary School to serve from 1st September 2016.  
Applicants should have the following minimum requirements:  
a. At least 5 years in school administration at PSM or higher level.  
b. Compliance with the requirements for the Certification for Principalship.  
c. Fluency in English and Chinese  
**The Selection Committee aims at identifying the following core attributes:**

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Please submit a letter of application with full CV and a 1-page statement outlining aspirations and plans for the future development of the school and addressed to:  
**The Chairperson, Principal Selection Committee, La Salle Primary School, 1D La Salle Road, Kowloon, Hong Kong**  
Applications must be received on or before **14<sup>th</sup> November, 2015**. Applicants shortlisted for an interview will be notified by **12<sup>th</sup> December, 2015**.  
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- China-based commercial banking experience would be an advantage
- Familiar with the workflow of product development, risk management, regulatory compliance, etc.
- Good communication and presentation skills in Putonghua, English and Cantonese

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- University degree or above in Economics, Finance, Financial Engineering or relevant disciplines
- Possesses professional qualifications either as a license holder of SFC or passed related examinations of HKSI and be able to be registered as Securities Dealing Staff
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- China Bond Market trading experience is an added advantage
- Fluent in Putonghua is a must
- Good command of both spoken and written English and Chinese is preferably

Manager / Assistant Manager Internal Audit

- University degree or above in Accounting or relevant disciplines, preferably with Qualified Accountant qualification
- At least 6 years' solid audit experience in financial institutions
- IT audit experience is not a must but would be an added advantage
- Hands-on experience in using MS Office
- Mature, initiative and has strong sense in keeping confidential
- Strong interpersonal and presentation skill in Putonghua, English and Cantonese

System Administrator Information Technology


- University degree or above in Computer Science or relevant disciplines
- At least 3 years' solid experience in network administration, DB2 database administration and storage & backup solution design
- Experience in CISCO products and Firewall preferred
- Hands on experience in system management and system monitoring
- Strong analytical skills, self-motivated and be able to work independently under high pressure
- Good interpersonal, communication and presentation skills

Senior Officer / Officer, Credit Management & Monitoring Credit Risk Management

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- Proficient in Microsoft Excel, Word and PowerPoint
- Good presentation and communication skills in Putonghua, English and Chinese
- (Candidates with less experience will be considered as Officer)

Interested parties are requested to send their applications with resume stating present and expected salaries to **Human Resources Manager, 20/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong** or by email to [hrhk@cmbchina.com](mailto:hrhk@cmbchina.com) or by fax to (852) 3111-0801.

All information collected is for recruitment purpose only and will not be returned.



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ASSOCIATE DIRECTOR, STANDARD SETTING (Ref. AD-SS/S)

Reporting to the Head of Financial Reporting and the Executive Director, Standards & Regulation, the successful candidate will provide a full range of technical support in the development, maintenance and execution of standard setting work of the Department.

Role and Responsibilities

- Provide technical and secretarial support to the Committees/ Working Groups served by the Department. This may include analyzing and providing a view on HKFRS/IFRS and other standard-setting matters (e.g. new proposed standards), and meeting with Hong Kong stakeholders and participating at domestic and international meetings
- Prepare and publish standards, guidance, articles and other materials relating to standard setting
- Communicate with the Committees, working groups and members of the Institute on matters concerning standard setting as necessary
- Liaise with Hong Kong stakeholders (e.g. the government, regulators, preparers, investor/ financial analysts, academics and practitioners) to promote and facilitate the implementation of new and recently revised professional standards and address relevant emerging issues
- Handle technical enquiries from Hong Kong stakeholders in relation to standard setting
- Perform other duties assigned by the Executive Director, Standards & Regulation and the Head of Financial Reporting

Qualifications and Required Attributes

- A recognized university degree in accounting/finance/business
- CPA with a minimum of 8 years' post qualification experience gained in practicing firms of CPAs or other organizations
- A strong technical background, preferably including knowledge of professional standards in financial reporting, ethics as well as auditing and assurance
- High professional and ethical standards with a strong sense of commitment
- Ability to deal with different stakeholders, partner organizations in Hong Kong and internationally and international standard-setters
- Well-organized and able to work independently
- Excellent written and oral communication skills in English. Good command of Putonghua and/or Cantonese would be an advantage

Applications should be marked **"Confidential"** quoting the reference code **(AD-SS/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 to [hr@hkicpa.org.hk](mailto:hr@hkicpa.org.hk) on or before **13 November 2015**.

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).

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Vice President

- Responsibilities:**
- To build and manage a portfolio of corporate/commercial clients in both HK and PRC by providing them with professional commercial banking and cross-border financial solutions as well as business advice and efficient services
  - To work closely with product partners to structure customized solutions, if required, to meet client needs
  - To closely monitor credit quality of the portfolio
  - To assist in leading a marketing team achieving business objectives through successful development of client relationships, product cross-selling, facility utilization and staff coaching
- Requirements:**
- University graduate or above
  - Minimum of 8 years' commercial relationship management experience
  - Pleasant, outgoing and self-motivated
  - Strong business connections with corporate clients
  - Able to work under pressure and tight schedules
  - Excellent credit analysis, report writing and presentation skills
  - Good command of both spoken and written English and Chinese, Putonghua a plus

Relationship Manager

- Responsibilities:**
- To solicit new customers and build a portfolio of corporate/commercial clients in both HK and PRC regions through providing professional commercial banking and cross-border financial solutions
  - To offer and cross sell extensive range of banking products and structure customized solutions to meet client needs
  - To prepare credit proposals, conduct regular credit reviews and monitor credit quality of the portfolio
- Requirements:**
- University graduate in Marketing, Economics, or a related disciplines; MPF Intermediaries qualification an advantage
  - Minimum of 2 years' solid experience in commercial lending, particularly in trade finance
  - Strong marketing sense with good business contacts
  - Proficient in both spoken and written English and Chinese, Putonghua a plus

(Candidates with less working experience will be considered for the post of Assistant Relationship Manager)

COMMERCIAL LENDING DEPARTMENT

Senior Relationship Manager

- Responsibilities:**
- To establish a portfolio by soliciting new prospective customers through personal connections
  - To maintain, develop and expand customer relationships with corporate/commercial clients by providing professional financial solutions
  - To sell financial services to local clients
  - To monitor the credit-worthiness of existing clients
  - To lead a team and to coach junior Relationship Managers
- Requirements:**
- University graduate or above
  - Minimum of 8 years' commercial relationship management experience
  - Pleasant, outgoing and self-motivated
  - Strong business connections with corporate clients
  - Able to work under pressure and tight schedules
  - Excellent credit analysis, report writing and presentation skills
  - Good command of both spoken and written English and Chinese

Relationship Manager

- Responsibilities:**
- To build and manage a portfolio of corporate customers
  - To acquire new corporate customers, cultivate customer relationships, and cross-sell the Bank's products and services
  - To prepare credit proposals and conduct regular reviews to ensure credit quality
- Requirements:**
- University graduate in Marketing, Economics, or a related discipline; MPF Intermediaries qualification an advantage
  - Minimum of 2 years' solid experience in commercial lending, particularly in trade finance
  - Strong marketing sense with good business contacts
  - Proficient in both spoken and written English and Chinese, Putonghua a plus

(Candidates with less working experience will be considered for the post of Assistant Relationship Manager)

Please apply online via the BEA Careers website at <http://www.hkbea.com/vhtml/en/bea-career-job-opportunities.html> and search for the job. Kindly note that if you are a new user, you have to first create your User Profile before you can apply.

Personal data provided by job applicants will be used for recruitment purposes only and will be treated in accordance with the Bank's Personal Data Policy, which is available upon request. Applicants who are not invited for interviews within six weeks may consider their applications unsuccessful and the personal data collected will be destroyed after six months.

Classified Post EDUCATION

Applications are invited for the following posts:

**Faculty of Social Sciences**

**1. Tenure-Track Associate Professor in Public Policy** (Ref.: 201501255) (to commence as soon as possible, on a three-year fixed-term basis, with the possibility of renewal and consideration for tenure before the expiry of a second three-year fixed-term contract)

Applicants must have a Ph.D. degree in relevant field. We are particularly interested in the following substantive areas: economic and financial policy, international development policy, urban policy, and social policy. Experience in the development and management of public affairs programmes at a major research-intensive university would be a definite advantage. The appointee should be able to deliver quality teaching at the undergraduate and postgraduate levels and demonstrate excellence in research. He/She will also be expected to contribute to the public policy initiative of the Faculty, including curriculum development, strategic leadership, and fostering academic collaborations locally, regionally and internationally. Information about the Faculty and our public policy initiative can be found at <http://www.socsc.hku.hk/pp>. Applicants should send a completed application form together with an up-to-date C.V. to [fosshr@hku.hk](mailto:fosshr@hku.hk). **Closes December 31, 2015.**

**Department of Chemistry**

**2. Tenure-Track Associate Professor/Assistant Professor in (A) Inorganic/Materials Chemistry** (Ref.: 201501148) **and in (B) Computational Chemistry** (Ref.: 201501149) (to commence on July 1, 2016 or as soon as possible thereafter. These posts are tenure-track positions with consideration for tenure during the second three-year appointment)

**For post (A)** (Ref.: 201501148), applicants should have a Ph.D. degree with a strong background and research record in the general area of inorganic/materials chemistry. **For post (B)** (Ref.: 201501149), applicants should have a Ph.D. degree with a strong background and research record in the computational chemistry with research interests in material science, catalysis, energy or drug design. **For both posts**, the appointees are expected to develop original and independent research programs, and excel in both undergraduate and postgraduate teaching. A suitable start-up fund for research will be provided to the appointees. Information about the Department can be obtained at <http://www.chemistry.hku.hk>. Applicants should send a completed application form, together with an up-to-date C.V., a research proposal, and a statement of teaching philosophy by e-mail to [scchem@hku.hk](mailto:scchem@hku.hk). They should also arrange for submission, to the same e-mail address as stated above, 3 reference letters from senior academics. Please indicate clearly the reference number and which level they wish to be considered for in the subject of the e-mail. **Closes November 30, 2015.**

**Graduate School**

**3. Lecturer (holding the title of Programme Director)** (Ref.: 201500560) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

Applicants should possess a Ph.D. degree and at least 3 years' relevant teaching experience or equivalent. They should also have a good command of written and spoken English and Chinese, and must be fluent in Putonghua; good interpersonal and organizational skills; IT proficiency; proven ability in teaching and learning, and knowledge of and experience in developing teaching materials and/or curriculum design, and quantitative and/or qualitative statistical analysis. Experience in developing curriculum at the postgraduate level and knowledge of the Hong Kong tertiary education system will be advantageous. The appointee will report to the Dean of the Graduate School and assist the Dean and Associate Deans in planning and implementing proposals to facilitate attainment of the strategic goals of the School including planning, developing, quality enhancement and teaching in English of courses/seminars/workshops offered by the School for M.Phil. and Ph.D. students. Other responsibilities include liaising with teachers in different teaching units who provide Graduate School courses; designing, conducting and analysing quantitative and qualitative surveys related to research postgraduate education; and implementing proposals to internationalize the experiences of research postgraduate students. Information about the School can be obtained at <http://www.gradsch.hku.hk/gradsch/>. Applicants should send a completed application form together with an up-to-date C.V. to [lainwong@hku.hk](mailto:lainwong@hku.hk). **Review of applications will continue until November 11, 2015.**

**Li Ka Shing Faculty of Medicine**

**4. Administrative Assistant I/II (AAI/II)** (Ref.: 201501288) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

Applicants should have a good University degree and at least 8 years' solid work experience in programme management and development, and event management in a tertiary institution. They should also have excellent communication skills, inclusive of a good command of written and spoken English and Chinese; outstanding interpersonal and organizational skills; a strong sense of responsibility; and the ability to work independently and under pressure. Applicants with less experience may be appointed at AAI level. The appointee will join the External Relations team of the Faculty to oversee the development and operations of the Faculty's upcoming 130th Anniversary project and other Faculty outreach events; liaise with internal and external stakeholders; suggest and implement creative programmes for faculty advancement; assist in budgetary planning and monitoring; and supervise support staff. He/She may be required to work outside normal office hours and on weekends. Those who have responded to the previous advertisement (Ref.: 201500856) need not re-apply. Applicants should send a completed application form together with an up-to-date C.V. to [medhr3@hku.hk](mailto:medhr3@hku.hk). **Closes November 13, 2015.**

**Sustainability Office**

**5. Executive Officer (holding the functional title of Sustainability Officer (Communications and Outreach))** (Ref.: 201500931) (to commence as soon as possible, on a two-year fixed-term basis)

The Sustainability Office works to collaboratively develop, strengthen, and realize HKU's institutional vision, commitments, and goals to integrate principles of sustainability into all aspects of the University's facilities, operations and activities. More information about the Office can be obtained at <http://www.sustainability.hku.hk/>.

Applicants should possess a Bachelor's degree with demonstrated interest in and awareness of environmental and social sustainability issues, organizational ability to plan and prioritize multiple projects, and strong interpersonal skills. They should also be an energetic self-starter with excellent spoken and written communication skills (fluency in English is required and knowledge of Chinese is preferred); an adept user and manager of social media; and experienced in photography, videography, graphic design, marketing and technical writing. They should also be creative, able to work independently and as part of a team, enjoy working with students, and interested in promoting campus sustainability through a variety of media and behavioural change campaigns. Previous experience in publishing and editing software (e.g., InDesign, Photoshop, WordPress, Final Cut Pro, Illustrator) will be essential. The appointee will assist in the development and execution of a variety of communication and outreach activities. He/She will be responsible for managing and producing web content and features of the Office's website; developing, reviewing, and updating sustainability-related reports, community outreach and education materials; and coordinating on-campus events (e.g., conferences, workshops, etc.) and internal and externally-focused communication strategies (e.g., print, web, social media, video, etc.). Applicants should send a completed application form together with an up-to-date C.V. to the Sustainability Office, 123 Eliot Hall, The University of Hong Kong. Please quote the reference number and mark "CONFIDENTIAL" on the envelope. **Closes November 7, 2015.**

**Estates Office**

**6. Technical Manager II/Facilities Officer (holding the functional title of Landscape Manager) in the Maintenance and Operations Unit of the Campus Services Division** (Ref.: 201501297) (to commence as soon as possible, on a two-year fixed-term basis)

Applicants should have 5 passes in HKCEE including English (min. Grade C if Syllabus A/Level 2 from 2007) and Chinese (Level 2 from 2007), OR min. Level 2 or equivalent in 5 subjects in HKDSEE including English Language and Chinese Language, AND at least 10 years' relevant experience; OR a diploma preferably in landscape or related disciplines with at least 2 years' relevant experience. Those who do not possess the minimum academic qualifications but have at least 15 years' substantial working experience (including relevant supervisory experience) in handling trees/slopes may also be considered. Applicants should be proficient in using MS Office, and have hands-on experience in using computer-aided facilities management system. Possession of a valid Construction Industry Safety Training Certificate (Green Card) issued in accordance with Chapter 59 of the Factories and Industrial Undertakings Ordinance (i.e. by attending the relevant safety training courses which are recognized by the Commissioner for Labour) or equivalent, is a must. Possession of a valid driving license (Cat. 1 and 2) and/or construction safety management experience would be an advantage. Those with less experience or qualifications may be considered as Facilities Officer. The appointee will be responsible for day-to-day maintenance of the landscape areas including trees and slopes in the campuses. Major duties would include supervising staff in the Landscape team, monitoring the performance of consultants and contractors in AA & I projects, reviewing tree risk assessment arrangements and monitoring its implementation. He/She will also coordinate with external landscape consultants to conduct tree surveys and handle government submissions including tree-felling, transplants and compensation, etc. He/She may be required to work shift duties, overtime and on public holidays subject to prior arrangements; and act as an emergency team coordinator outside office hours. Applicants should send a completed application form together with an up-to-date C.V. to the Staffing Unit, Estates Office, The University of Hong Kong, 17/F., Kennedy Town Centre, 23 Belcher's Street, Kennedy Town, Hong Kong. Please quote the reference number and mark "CONFIDENTIAL" on the envelope. **Closes November 7, 2015.**

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 (3) and (4) – AAI, and 10% of basic salary for posts (4) – AAI, (5) and (6). For posts (1) and (2), 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 (4), application forms (341/1111) can be downloaded at <http://www.hku.hk/apptunit/form-ext.doc>, and for posts (5) and (6), 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/>. Please indicate clearly in the form the post applied for, as well as the field and level (if applicable), and the reference number in the subject of the e-mail. 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**

**The Incorporated Management Committee of St. Paul's Secondary School**

invites applications for the post of

**Principal**

starting from 1 March 2016

Applicants should meet the following requirements:

- Capable of implementing the vision and mission of a Catholic girls' school
- Fulfilling the requirements for appointment as Principal laid down by the Education Bureau
- Sound knowledge of school administration and experience in bringing forth improvements and innovations to the school
- Strong leadership, good interpersonal and communication skills
- Excellent command of both English and Chinese languages

Applications with a full resume and a statement presenting the applicant's educational belief, aspiration and plan for the future development of the school should be sent to **The Chairperson of the Selection Committee, St. Paul's Secondary School, 18A Ventris Road, Happy Valley, Hong Kong on or before 7 November 2015.**

Applicants not invited to interview by 23 November 2015 should consider their applications unsuccessful.

(All information provided will be used for recruitment purpose only)

**CHOI HUNG ESTATE CATHOLIC SECONDARY SCHOOL**

We invite applications for the following posts:

**1. Part-Time NET**

- Must be a native speaker of English
- Degree holder majoring in English Language or related disciplines; OR in any subject from a university in Hong Kong (TSEOL)
- Work experience in ELT in Hong Kong secondary schools is preferable
- Preferably with work permit
- Willing to work weekends
- Design teaching materials, organise English activities that the school assigned, enhancement classes/ training
- Work hours: 12:30-14:00 and 16:00-17:30 (12 hours/ week)

**2. English Teaching Assistant**

- Degree holder
- PGDE or teaching experience is preferable

Please send application letter and CV to **CHECSS, No.1, Tse Wai Avenue, Choi Hung Estate, Kowloon before 30-10-2015**. Please state "Application for the post of Part-time NET/ English Teaching Assistant" on the envelope.

(All information provided will be used for recruitment related purposes only)

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EDUCATION



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:-

Department of Mechanical and Automation Engineering  
(1) Professors / Associate Professors / Assistant Professors  
(Ref. 1516/083(685)/2)

The Department is seeking excellent candidates to fill the above faculty positions in the following areas:

- robotics and automation;
- design and manufacturing, in particular in areas of 3D printing and CAD;
- energy and environmental engineering, including smart/green building, building automation and control, pollution measurement and monitoring, smart grid, and energy management.

Applicants should have (i) a PhD degree; and (ii) a proven track record or demonstrating potential for teaching and research excellence.

The appointees will (a) teach undergraduate and postgraduate courses; (b) develop an externally funded research programme; and (c) supervise postgraduate students.

Appointments will normally be made on contract basis for up to three years initially commencing August 2016, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Outstanding candidates with substantial experience for Professor rank may be considered for substantive appointment forthwith. Applicants in robotics and automation areas for Research Assistant Professorship may also be considered.

Applications will be accepted until the posts are filled. Further information about the Department is available at <http://www.mae.cuhk.edu.hk>.

Department of Social Work

(2) Professor / Associate Professor / Assistant Professor

(Ref. 1516/084(685)/2) (Closing date: November 9, 2015)

Applicants should (i) have a PhD/DSW degree; (ii) be registered social workers; (iii) have professional expertise or substantial working experience in micro or macro social work practice; (iv) have an outstanding academic record (teaching and research work); and preferably (v) have knowledge of and experience in ICT-based inventions and/or e-learning development in social work practice. The appointee will teach a range of courses in research/practice/policy areas (e.g. gerontology, rehabilitation, social welfare policy and planning, social work research, clinical social work practice, mental health and cross-cultural social work studies). Duties include (a) teaching day-time and evening courses; (b) academic research and publication; (c) developing the e-learning programme(s) of the Department; and (d) undertaking administrative work.

Appointment will normally be made on contract basis for one to three years initially commencing August 2016, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Outstanding candidate for Professor rank may be considered for substantive appointment forthwith.

School of Architecture

The School is committed to discovery and design as the primary mode of work and teaching, and focuses on study and advancement of architecture in all its scales and scope. It works as a community of students, teachers, visiting architects and designers, support staff and assistants, and other colleagues dedicated to the pursuit of excellence in the advancement of architecture and education. It draws upon a rich source of cognate departments at the University, other professional communities in Hong Kong, and associated universities in the Chinese mainland and overseas. Further information about the School is available at <http://www.arch.cuhk.edu.hk>.

(3) Professor(s) / Associate Professor(s) / Assistant Professor(s)

(Ref. 1516/085(685)/2) (Closing date: November 15, 2015)

The School invites applications for Professorship(s) / Associate Professorship(s) / Assistant Professorship(s) in architecture with focus in one of the following areas:

- building technology and sustainable design
- design methodology and practice
- digital technology and computational design
- urban design and landscape urbanism

Applicants should (i) have a PhD degree in architecture with focus in the aforesaid areas(s) OR a professional Master degree in architecture and at least four years' (with professional registration) or six years' (without professional registration) practical experience in related fields; (ii) demonstrate original and outstanding achievement in design by providing evidence of design or research projects; (iii) have strong commitment to excellence in teaching and research; and (iv) be able to teach architectural design studios in addition to courses in one of the aforementioned areas. Preference will be given to those who have substantial practical and/or teaching experience.

Appointment(s) will normally be made on contract basis for up to three years initially commencing August 2016, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.

(4) Professional Consultant(s)

(Ref. 1516/086(685)/2) (Closing date: November 15, 2015)

The School invites applications for Professional Consultant(s) with focus in one of the following areas:

- design methodology and practice
- urban design and landscape urbanism

Applicants should (i) have a professional degree in architecture and/or urban design; (ii) have professional registration; (iii) have at least ten years' post-registration experience in architectural practice; (iv) taking a leading role in a well-respected architectural practice or architectural school; (v) demonstrate original and outstanding achievement and/or local or regional recognition in design by providing evidence of design awards and/or published works; and (vi) have strong commitment to excellence in teaching. Preference will be given to those who have substantial practical as well as teaching experience.

Appointment(s) will initially be made on contract basis for up to three years commencing August 2016, renewable subject to mutual agreement.

Appointee(s) may be awarded the courtesy title of Associate Professor of Practice in Architecture or in Urban Design, as appropriate.

Department of Microbiology

(5) Research Assistant Professor

(Ref. 1516/089(685)/2) (Closing date: November 30, 2015)

The Department invites applications for a Research Assistant Professorship. The Department has a wide range of research facilities and access to a large comprehensive teaching hospital. The establishment provides a good environment for basic as well as clinical research and facilitates collaboration with other disciplines. Further information about the Department is available at <http://www.cuhk.edu.hk/med/mic/>.

Applicants should have (i) a PhD degree or equivalent; and (ii) a strong research track record in the field of microbiology or virology. Experience in tumour virology, microbial genomics and antibiotic resistance will be advantageous, though not a pre-requisite.

The appointee will (a) apply for competitive research grants and related funding; and (b) conduct high-standard research projects independently and in collaboration with other parties.

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

Gender Studies Programme, Faculty of Social Science

(6) Assistant Professors

(Ref. 1516/093(685)/2) (Closing date: November 9, 2015)

The Gender Studies Programme is based in the Faculty of Social Science. The programme offers undergraduate minor, MA, MPhil and PhD programmes. It is an interdisciplinary programme which draws on the theories and methodologies of diverse disciplines, including psychology, sociology, cultural studies, anthropology, history, philosophy, linguistics, media studies and education.

The programme has established its undergraduate major programme in 2015, and is expanding its full-time teaching staff team. The programme invites applications for Assistant Professorships tenable in 2016.

Applicants should have (i) a PhD degree in a related discipline of social science; (ii) strong commitment to research and teaching; (iii) experience in programme administration and strong leadership qualities. Applicants with interests in the following areas are particularly welcome: globalization, labour and employment, marriage and family, Asian studies, migration and trafficking, body politics, quantitative research methods of gender studies.

The appointees will (a) teach courses at undergraduate and postgraduate levels for the Gender Studies Programme; (b) conduct research and seek research grants in gender studies or related areas; (c) supervise teaching practice; and (d) assist in administration, course co-ordination and other project development work. Experience in grant application will be advantageous.

Appointments will normally be made on contract basis for up to two years initially, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.

(7) Lecturer

(Ref. 1516/094(685)/2) (Closing date: October 27, 2015)

The programme invites applications for a Lectureship in gender studies.

Applicants should have (i) a higher degree in a discipline related to gender studies; (ii) good academic records; (iii) firm commitment to excellence in teaching; and (iv) at least four years' post-Master relevant experience. Applicants with interests in the following areas are particularly welcome: feminism, literature, media and representations, Chinese and Hong Kong history, gender and narrative.

The appointee will (a) teach courses in relevant area(s); and (b) co-ordinate and assist in teaching-related activities.

Appointment will initially be made on contract basis for up to two years commencing August 2016, renewable subject to need, budget and mutual agreement.

Salary and Fringe Benefits

Salary will be highly competitive, commensurate with qualifications and experience. The University offers a comprehensive fringe benefit package, including medical care, plus a contract-end gratuity for appointments of two years or longer; and for posts (1) to (6): housing benefits for eligible appointees. Further information about the University and the general terms of service for appointments is available at <https://www2.per.cuhk.edu.hk/>. The terms mentioned herein are for reference only and are subject to revision by the University.

Application Procedure

Application forms are obtainable (a) at <https://www2.per.cuhk.edu.hk/>, or (b) in person/by mail with a stamped, self-addressed envelope from the Personnel Office, The Chinese University of Hong Kong, Shatin, Hong Kong.

For post (1): Please send full resume, copies of academic credentials, publication list with abstracts of selected published papers, details of courses taught and evaluation results (if available), a research plan, a teaching statement, together with names, addresses and fax numbers/e-mail addresses of three to five referees to whom the applicants' consent has been given for their providing references (unless otherwise specified), to the Dean, Faculty of Engineering by e-mail to [recruit@erg.cuhk.edu.hk](mailto:recruit@erg.cuhk.edu.hk).

For posts (2), (5), (6) and (7): Please send the completed application form and/or full curriculum vitae, together with copies of qualification documents, a publication list and/or abstracts of selected published papers [for posts (2), (5) and (6) only], and names, addresses and fax numbers/e-mail addresses of three referees to whom the applicants' consent has been given for their providing references (unless otherwise specified), to the Personnel Office by post or by fax to (852) 3942 0947 by the closing date.

For posts (3) and (4): Please send a letter of interest with full resume, portfolio, and names / addresses including personal e-mail addresses of three referees to whom the applicants' consent has been given for providing references (unless otherwise specified), as well as any other supporting materials to the Director, School of Architecture, Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong by post or by e-mail to [architecture.admin@cuhk.edu.hk](mailto:architecture.admin@cuhk.edu.hk) by the closing date. For enquiries, please contact Mrs. Annabel Leung, Executive Assistant of the School (e-mail: [annabelleung@cuhk.edu.hk](mailto:annabelleung@cuhk.edu.hk); tel.: (852) 3943 6552).

Please quote the reference number and mark 'Application – Confidential' on cover. The Personal Information Collection Statement will be provided upon request.

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). Details of the NET Scheme are available from the EDB website: <http://www.edb.gov.hk/NET>

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 browse 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 2016 to 15 August 2018, subject to renewal after expiry.
- Remuneration package:
  - i. Salary from HK\$25,505 - HK\$51,805 per month (primary)
  - ii. Salary from HK\$26,785 – HK\$62,235 per month (secondary)
  - iii. End of contract gratuity for satisfactory performance and conduct
  - iv. Return airfare reimbursed per contract (including baggage allowance on first appointment)
  - v. Cash retention incentive for satisfactory completion of continuous service from third year onwards
  - vi. Medical insurance allowance
  - vii. Special allowance of HK\$19,081 per month for NETs if his/her normal place of residence is established to be outside Hong Kong

For details, please browse:

[http://www.edb.gov.hk/attachment/en/common/NET\\_package.pdf](http://www.edb.gov.hk/attachment/en/common/NET_package.pdf)

- The salary, 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.

APPLICATION

Applicants should send in the completed standard application form by post or by fax to the following address not later than **29 January 2016**. 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) 2892 6492  
Email: [netrecruit@edb.gov.hk](mailto:netrecruit@edb.gov.hk)

# Interviews may be arranged before the application deadline.



Creative Kindergarten and Day Nursery  
Native English Teachers

Requirements:

- A bachelor's degree or equivalent;
- A degree or diploma in Early Childhood Education / Education preferred;
- Friendly, patient, creative, kids loving and passionate about teaching.

Interested applicants, please send resume, expected salary and availability to [hr@alef.org.hk](mailto:hr@alef.org.hk)

All information will be kept confidential and only for recruitment purposes.

JING JING KINDERGARTEN –  
TUEN MUN / YUEN LONG / KWUN TONG AREAS  
Class Teachers for various year groups :  
To start January 2016

- Native English speaker with excellent communication and written English skills
- Ability to plan fun, interactive and developmentally-appropriate engagements
- A flexible, motivated, energetic team-player
- Qualified with experience in Early Childhood Education
- Working knowledge of English National Curriculum UK (EYF5) an advantage
- University graduates are welcome

Class Teachers for leave cover :  
January – April 2016

-As above

Please send résumé to  
[info.kindergarten@yahoo.com.hk](mailto:info.kindergarten@yahoo.com.hk)



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 :

University Librarian [Ref. B/032/00]

As a large administrative unit with over 100 staff members supporting the University's academic enterprise, the Library provides a range of user-centred services to support the teaching, learning and research activities of the University community in a dynamic academic environment. The Library's current collection includes more than 1 million volumes of print books and over 2.5 million electronic books. The collection also comprises several hundred thousand volumes of bound periodicals. The Library maintains an expanding number of electronic databases, e-journals, and media resources.

Reporting to the Provost, the University Librarian plays a pivotal role in providing strategic leadership to the Library and effective management of resources in the delivery of services. The appointee will also work closely with the University senior management to develop the Library as a key resource centre to provide professional intellectual support in the utilization and creation of knowledge and scholarly information.

Qualifications for Appointment

Candidates should possess strong academic credentials, preferably at the level of Professor or above, with proven track record of effective management and leadership of an academic library. Other essential qualities include relevant professional qualifications, commitment to excellence, outstanding interpersonal and collaboration skills to work effectively with different stakeholders, demonstrated management and leadership ability, and considerable knowledge of emerging technologies to support excellence in research and professional education.

Salary and Conditions of Service

The appointee will be offered appointment to a rank commensurate with qualifications and experience. Remuneration package will be attractive and driven by market competitiveness and individual performance. Excellent fringe benefits include gratuity, leave, medical and dental schemes, and relocation assistance (where applicable).

Information and Application

Further information on the post 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 : [libsearch@cityu.edu.hk](mailto:libsearch@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. Nominations can be sent directly to the Human Resources Office, or email to "libsearch@cityu.edu.hk". Applications and nominations received before 30 November 2015 will receive full consideration. 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.

Worldwide recognition ranking 57th (QS survey 2015); 5th among top 50 universities under age 50 (QS survey 2014); 1st in Engineering/Technology/Computer Sciences in Hong Kong (Shanghai Jiao Tong University survey 2015); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2014).

Young's - Modern Language Education Centre  
in Tsuen Wan is now looking for a  
Part-Time Native English Tutors

- Experience preferable
- Must be a Native English Speaker
- Flexible, patient and cheerful
- Teaching adult and children
- Expected salary

Please send full CV and recent photo to  
[youngmlec@yahoo.com.hk](mailto:youngmlec@yahoo.com.hk)

Native English Teacher needed

Positions for kindergartens situated in  
Hung Hom, Shatin, Tsung Kwan O,  
Tai Po & Yuen Long.

Please fax CV to Wellborn Int'l Pre-School attn: Miss June at 2633 5166  
or email: [dktko06@yahoo.com.hk](mailto:dktko06@yahoo.com.hk)  
Data collected will be used for recruitment purposes only.

ELTA  
in Tsung Kwan O  
primary school

Native English speaker with  
teaching experience.  
Qualified teacher preferable.

Working hours:  
Mon-Fri (Full time)  
Salary: \$20,000 per month  
Fax to 2191 1551 or e-mail to  
[tkoet@tkoet.edu.hk](mailto:tkoet@tkoet.edu.hk)  
Data collected will be used for  
recruitment purpose only.


STAFF REQUIRED  
Kindergarten Teacher

Mui Wo OWLS School in Lantau is looking for a qualified (must have either QKT or ECE) native-English kindergarten teacher. Please email CV to: [owls@netvigator.com](mailto:owls@netvigator.com)


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EDUCATION



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU



### College Masters of the Residential Colleges

The University of Macau (UM) is a leading higher education institution in Macao, with English as its working language. In recent years, the university has made great progress in various areas, gaining increasing international recognition for its teaching, research and community service. To better support higher education development in Macao and to meet society's ever-increasing demand for high-quality professionals, the university relocated in August 2014 to a beautiful campus which covers approximately 1.09 square kilometres. With this state-of-the-art campus, the implementation of Asia's largest residential college system, the establishment of new faculties and well-equipped laboratories, and the increasing numbers of students and faculty members recruited from around the world, UM possesses great potential and provides exciting new possibilities for professional development.

**The Residential Colleges**

In order to pursue the University's established long-term goals to become a world-class university and produce high-calibre graduates, the university has adopted a unique 4-in-1 education model comprising of four components, namely disciplinary education, general education, research and internship education, and community and peer education. The community and peer education component will be achieved through the Residential College (RC) system, which has been in full practice in the new campus. The Residential College system will form a small cross-disciplinary liberal arts community that integrates students' learning and living. Living with the students in one of the 12 colleges, academic staff and students will have close interaction towards the realization of an all-round education. 8 colleges have started to operate in the academic year 2014 / 2015. To realize our mission of establishing total 12 colleges, we are now seeking academic staff for the leadership position of **College Masters of the Residential Colleges**.

**College Master**

The College Master of a Residential College shapes and leads each individual college to achieve its mission as a lively academic and social community which addresses whole person development. The Master is also responsible for the overall college administration and supervision of all staff, besides formulating rules and regulations of the College in line with University policies and procedures. He/she is normally a senior scholar of his/her specialization and may maintain teaching and research activities as appropriate.

**Requirements**

The candidates should demonstrate the following general credentials:

1. An earned doctorate degree from a reputable university is preferred;
2. Faculty member status with balanced exposure in teaching, research and service or a committed educator with substantial social experience is preferred;
3. Experience in student life, development or welfare in a university setting is preferred;
4. Administrative experience in a higher education institution is preferred.

The successful candidates are expected to assume their positions as soon as possible. The initial appointment is up to three years and is subject to renewal for longer terms. Appointments are normally expected to be on a full-time basis in a college. Residence in college is expected with free rent and utilities. Where appropriate, the appointees may be considered for concurrent affiliation with academic units after a full academic review.

To find out more about the new campus and the Residential Colleges, interested candidates may refer to below links for information:  
New campus: [http://www.umac.mo/new\\_campus\\_project](http://www.umac.mo/new_campus_project)  
Residential Colleges: <http://www.umac.mo/rc>

**Compensations**

Remuneration offered will be competitive and commensurate with the successful applicants' academic qualification, current position, administrative and professional experience. The current local maximum income tax rate is 12%, while after various discretionary exemptions the effective income tax rate has been around 5% - 7%.

**Application Procedure**

Applicants should visit <http://www.umac.mo/vacancy> for more details, and apply **ONLINE** at **Jobs@UM** (<https://sw.umac.mo/recruitment>) (**Ref No.: RC/CM/11/2015**). Review of applications will commence on **November 20, 2015** and will continue until the positions are filled. Applicants may consider their applications not successful if they were not invited for an interview within 3 months of application.

Human Resources Office  
University of Macau, Av. da Universidade, Taipa, Macau, China  
Website: <https://sw.umac.mo/recruitment>; Email: [vacancy@umac.mo](mailto:vacancy@umac.mo)  
Tel: +853 8822 8401 or +853 8822 8406; Fax: +853 8822 2412

The effective position and salary index are subject to the Personnel Statute of the University of Macau in force. The University of Macau reserves the right not to appoint a candidate. Applicants with less qualification and experience can be offered lower positions under special circumstances.  
\*\*\*Personal data provided by applicants will be kept confidential and used for recruitment purpose only\*\*\*  
\*\*Under the equal condition of qualifications and experience, priority will be given to Macao permanent residents\*\*

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<http://www.umac.mo>



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香港理工大學



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專業教育學院  
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**Allen Ma**  
Chief Executive Officer  
Hong Kong Science & Technology Parks Corporation



**Steve Monaghan**  
Regional Director,  
Head of Edge  
(Group Innovation)  
AIA Hong Kong



**Simon Squibb**  
Chief Executive Officer  
NEST Investments

Date and Time: Friday, 30 October 2015, 7:30pm  
Venue: Chiang Chen Studio Theatre, The Hong Kong Polytechnic University  
Medium: English

Moderated by George Chen, Managing Editor for SCMP.com International Edition, South China Morning Post



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THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

### DEPARTMENT OF LOGISTICS AND MARITIME STUDIES

#### Chair Professor / Professor of Maritime Services (Ref. 15101207)

One of the three constituent departments in the Faculty of Business, the Department of Logistics and Maritime Studies (LMS) takes a multi-disciplinary approach to establishing an area of excellence in Shipping, Port/Transport and Supply Chain Logistics, including a diverse span of disciplines such as shipping and maritime logistics, transport economics and management, environment logistics, maritime services, and maritime law and insurance. The Department has an active research portfolio in academic and applied research, and provides consultancy services for the shipping, operations and logistics industries that address both commercial and technological research needs. Professional services to the shipping, operations and logistics industries are also provided by the staff in such areas as efficiency and quality improvement studies, market and operational analysis, marine accident prevention and investigation, arbitration, and expert witness services.

The Department has established strong partnership with the shipping and logistics industries. It offers a full range of degree programmes in Shipping, Maritime and Transport Studies, as well as Supply Chain and Operations Management. The Department also runs various self-financed programmes tailor-made to meet specific industry needs.

The area of Shipping, Maritime and Transport Studies is one of the two major focuses of the Department, and is internationally recognised for its top-notch research and teaching. The Department hosts three major research centres in the related disciplines, namely the C.Y. Tung International Centre for Maritime Studies, the IMC-Frank Tsao Maritime Library and Research & Development Centre, and the Shipping Research Centre. The Department regularly organises major international conferences in shipping, ports and airports, and hosts academic journals in shipping. LMS is one of the very few academic departments in the world that provides all-round education of maritime studies at Bachelor's, Master's and Doctoral levels. Its taught postgraduate programme in International Shipping and Transport Logistics is a unique programme supported by the Government of the HKSAR.

Please visit the website at <http://www.lms.polyu.edu.hk> for more information about the Department.

The University is now inviting applications or nominations for the post of Chair Professor/Professor of Maritime Services.

The appointee will be required to (a) provide leadership in all aspects of academic activities, including research, teaching and service in the Department; (b) engage in promoting research collaboration, securing external research grant, improving research output and increasing the level of policy research and consultancies in the area of Shipping, Maritime and Transport Studies; (c) facilitate the Department in increasing its international visibility and connections; (d) conduct lectures and seminars at both undergraduate and post graduate levels; (e) engage in supervising research students; and (f) contribute to academic and departmental administration.

Applicants should have (a) a doctoral degree in a related field; (b) a high degree of proficiency in teaching and research and have made significant contributions to and made an impact on the field of Maritime Services, such as shipping finance, marine insurance, maritime policy and management; and (c) an excellent international reputation as a leading scholar in academic and policy research on maritime services.

Preference will be given to those with specialism in shipping finance and/or marine insurance.

**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 including the names and addresses of three referees and direct all enquiries to the **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Hong Kong (Fax: (852) 2764 3374; E-mail: [search.chairprof-lms@polyu.edu.hk](mailto:search.chairprof-lms@polyu.edu.hk)), quoting the position applied for and the reference number. Recruitment will continue until the position is filled.**

Candidature may be obtained by nominations. The University reserves the right not to fill this post or to make an appointment by invitation. General information about the University is available on the University's homepage <http://www.polyu.edu.hk> or from the Human Resources Office [Tel: (852) 2766 5309]. The University Personal Information Collection Statement for recruitment can be found [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)

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


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ESF is the largest English medium educational organisation in Asia, operating 5 secondary schools, 9 primary schools, 2 all-through schools, 4 kindergartens and 1 school for students with extensive special needs.

Our students' exceptional achievement comes in part from our dedication to quality education, world class staff, their professional development and expertise in the IB curriculum.

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





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INTERNATIONAL SECTION

The Board of Governors are looking for interested candidates to fill the position of

### Deputy Head (Pastoral)

**Duties and Responsibilities:**

- Lead, motivate and inspire all members of staff to support the secondary section in all its aims and objectives
- Ensure that all staff and Form tutors in particular, are supported and have effective working procedures in order to maintain a good standard of discipline and provide excellent pastoral care
- Develop, implement and evaluate the secondary section's pastoral policies, practices and procedures as appropriate
- Determine how best to involve parents in the solution of individual problems and produce regular reports to the Head teacher
- Work alongside the Guidance Counsellor to organise and oversee the PSHE programme for the secondary section
- Be responsible for the new staff induction programme
- Produce an annual programme for whole school INSET days in line with the school and teacher needs
- Oversee the House system, extra-curricular activities, educational trips including Discovery week, selection of prefects, and record keeping of student information including registration.

**Requirements:**

- Fully Qualified teacher holding Bachelor's Degree or higher qualification, plus PGDE/PGCE/B.Ed. from a reputable university
- Have 8 years' experience working in an international school environment, and be experienced in teaching at IGCSE and IB DP level
- Have proven leadership experience within a school environment and possess excellent organisational and communication skills
- Applicants should be registered teachers with the Hong Kong Education Bureau.

Please apply with a cover letter and a detailed resume by email to [fel@kcnp.hk](mailto:fel@kcnp.hk) or by post to the School Principal, Mr. C. L. Fong at 20 Braemar Hill Road, North Point, Hong Kong. Interviews will take place within the next two months.

ED 1/2113/58



APRU  
Association of Pacific Rim Universities

### The Association of Pacific Rim Universities International Secretariat (based at HKUST) [apru.org](http://apru.org)

Applications for two positions below close on **Friday 6 November 2015 at 5 pm**. Send applications (including full CV, a cover letter explaining your interest in and suitability for the specified position, and current remuneration) to: [apru.secretary@gmail.com](mailto:apru.secretary@gmail.com)  
Both positions offer competitive salary and benefits related to qualifications and experience.

#### APRU Programme Director (Research & Partnerships)

This is an **executive level international position** responsible for developing and coordinating APRU's research and policy-related activities in areas such as global health, natural hazards, population ageing, sustainability, internet governance and climate change.

**Key Responsibilities**

- Planning and coordinating programs within budget
- Programme development, management and coordination with member universities, ensuring that planned outputs are produced

**Key Selection Criteria**

- Motivated to make a difference in addressing global issues
- Recognised university degree at postgraduate level with excellent command of English
- High-level project management skills, at least 5 years experience and strong interpersonal skills
- Strong writing, computer and presentation skills.
- Current immigration status allowing employment in Hong Kong

**For more detailed job specification see: <http://apru.org/news>**

#### Office Manager / Executive Assistant

To assist in setting up and managing the offices of the International Secretariat in Hong Kong and to act as executive assistant to the Secretary General. **Key Tasks** include general administration, secretarial support, enquiries, office finances, travel, and records.

**Key Selection Criteria**

- At least 5 years experience in a related office management and EA role
- Demonstrated ability to administer a small, complex office with international responsibilities in a positive, enabling team environment
- Good judgment and initiative in relationship-management and problem-solving
- Ability to communicate in a clear and positive manner
- Appropriate administrative, financial management and organization skills
- A high standard of spoken and written English
- Current immigration status allowing employment in Hong Kong

**For more detailed job specification see: <http://apru.org/news>**



**Parkview International Pre-Schools**

PIPS is seeking an inspired, creative, skilled and experienced classroom practitioner to join our team at Kowloon. The successful candidate 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.

### English Early Years Class Teacher for K2 (Kowloon Campus)

This position will commence in February 2016 or earlier.

Requirements for candidates:

- An Early Years qualification (PGDE (EY), B.Ed. (EY) or C.E. in EY required)
- English mother tongue is essential
- At least 2 years teaching experience in an Early Years setting
- Proven ability to work collaboratively in a team
- Knowledge and experience of the PYP will be advantageous

### 2 Maternity Cover Positions for English Teachers (2-3 year olds)

2 positions will be available, one at Kowloon and one at our HK campus.  
Both will be from 11th January - 24th March 2016.

Requirements for candidates:

- An Early Years qualification (B.Ed (EY), PGDE (EY) or C.E. in EY)
- English mother tongue is essential
- Experience in teaching 2 year olds

Terms and conditions are commensurate with other leading kindergartens in Hong Kong.  
Please send complete C.V. and letter of application to [mscarbrough@pips.edu.hk](mailto:mscarbrough@pips.edu.hk)  
School website : [www.pips.edu.hk](http://www.pips.edu.hk)



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### English Teachers and Admin Officer

**English Teacher**

- FT and PT Kindergarten, Primary and Secondary levels
- Degree holder with solid teaching experience

**Admin Officer**

- Handle customer enquiries, invoices, registration, centre operation, with track to Assistant Centre Mgr

We are in Causeway Bay.  
Pls send CV & cover letter to [careers@miniminds.com.hk](mailto:careers@miniminds.com.hk)  
[www.miniminds.com.hk](http://www.miniminds.com.hk)



EDUCATION



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:-  
**Faculty of Education**  
**(1) Professor(s) / Associate Professor(s) / Assistant Professor(s)**  
(Ref. 1516/104(685)2)  
The Faculty of Education comprises the Departments of Curriculum and Instruction, Educational Administration and Policy, Educational Psychology, Sports Science and Physical Education and the Physical Education Unit. With the aim of educating graduate teachers and professionals in education, the Faculty offers a wide range of full-time and part-time programmes with 616 undergraduates, 1,023 postgraduate students and 887 postgraduate diploma students, complemented by a team of 128 full-time teaching and research staff. Detailed information on the Faculty is available at <http://www.fed.cuhk.edu.hk/>. Distinguished scholars of diverse backgrounds from around the world are welcome to join the Faculty's effort to contribute to educational scholarship internationally. The Faculty is now seeking distinguished scholars to fill faculty post(s) at all levels in the areas of (A) early childhood education and child development; and (B) learning sciences and digital-assisted learning or e-learning, to pursue strategic research initiatives and to complement current/planned strengths in its Departments.  
Applicants should have (i) a doctoral degree in a relevant discipline; (ii) extensive teaching / research experience; (iii) a strong record of publications and research scholarship; (iv) demonstrated capability for academic leadership; and (v) strong commitment to excellence in teaching and scholarship.  
The appointee(s) will be expected to (a) contribute to teaching in various programmes and supervision of postgraduate students; (b) engage in thematic programmatic research and seek external competitive funding; and (c) play a proactive role in enhancing international collaboration.  
Appointment(s) will normally be made on contract basis for up to three years initially commencing August 2016, which, subject to funding and mutual agreement, may lead to longer-term appointment or substantiation later.  
Consideration of applications will begin in November 2015 and will continue until the post(s) are filled. The University reserves the right to fill the post(s) by invitation.

**Department of Statistics**  
**(2) Professor / Associate Professor / Assistant Professor**  
(Ref. 1516/097(685)2)  
The Department invites applications and nominations for a Professorship / Associate Professorship / Assistant Professorship. Applicants should have (i) a PhD degree in statistics or a related field; (ii) high-quality research output; and (iii) a strong track record in teaching in the area of statistical theory and methodology. Appointment to the appropriate rank will be considered with reference to the candidate's qualifications and experience.  
Appointment will normally be made on contract basis for up to three years initially, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.  
Review of applications will begin on January 18, 2016 and will continue until the post is filled.  
Further information about the Department is available at <http://www.sta.cuhk.edu.hk>.

**Department of Philosophy**  
**(3) Associate Professor / Assistant Professor**  
(Ref. 1516/099(685)2)  
Applicants should have a PhD degree in philosophy with specialization in continental European philosophy. Competence in other domains of philosophy such as Greek philosophy or aesthetics will be an advantage.  
The appointee will (a) teach undergraduate and postgraduate courses in philosophy; (b) teach general education courses in related areas; (c) conduct research; and (d) undertake administrative duties.  
Appointment will normally be made on contract basis for up to three years initially commencing August 2016, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.  
Review of applications will begin in mid-November 2015 and will continue until the post is filled.

**Department of Mechanical and Automation Engineering**  
**(4) Lecturer**  
(Ref. 1516/100(685)2)  
The Department offers undergraduate and postgraduate programmes and actively undertakes research in the relevant and integrated areas of robotics and control, design and advanced manufacturing, biomedical devices and system, MEMS / nano / material technologies and energy technologies. Further information about the Department is available at <http://www.mae.cuhk.edu.hk>. Applicants should have (i) a higher degree (at least at Master level) plus at least four years' post-Master relevant experience; (ii) fundamental training / experience in appropriate engineering disciplines or related areas in line with the Department's foci; (iii) vigorous scholarly activities and high teaching competence; (iv) strong mathematics background; and preferably (v) experience in leading engineering projects.  
Appointment will initially be made on contract basis for one to two years commencing January 2016 or earlier, renewable subject to mutual agreement.  
Applications will be accepted until the post is filled.

**Salary and Fringe Benefits**  
Salary will be highly competitive, commensurate with qualifications and experience. The University offers a comprehensive fringe benefit package, including medical care, plus a contract-end gratuity for appointments of two years or longer; and for posts (1), (2) and (3): housing benefits for eligible appointees. Further information about the University and the general terms of service for appointments is available at <https://www2.per.cuhk.edu.hk/>. The terms mentioned herein are for reference only and are subject to revision by the University.

**Application Procedure**  
Application forms are obtainable (a) at <https://www2.per.cuhk.edu.hk/>, or (b) in person/by mail with a stamped, self-addressed envelope from the Personnel Office, The Chinese University of Hong Kong, Shatin, Hong Kong.  
For post (1): Please send the completed application form and/or full curriculum vitae, together with copies of qualification documents, a publication list and/or abstracts of selected published papers, and names, addresses and fax numbers/e-mail addresses of three referees to whom the applicants' consent has been given for their providing references (unless otherwise specified), to the Personnel Office by post or by fax to (852) 3942 0947.  
For post (2): Please send a cover letter, full curriculum vitae, statement of research and teaching interests, and copies of up to five recent publications (in .pdf format) to the Department of Statistics by e-mail to [statdept@cuhk.edu.hk](mailto:statdept@cuhk.edu.hk), preferably by January 15, 2016. Please also arrange three letters of recommendation to be forwarded by referees directly to [statdept@cuhk.edu.hk](mailto:statdept@cuhk.edu.hk).  
For post (3): Please send the completed application form and/or full curriculum vitae, together with copies of qualification documents, representative publications, and three letters of recommendation, to the Chairman, Department of Philosophy, The Chinese University of Hong Kong, Shatin, Hong Kong.  
For post (4): Please send completed application form, full resume, copies of academic credentials, details of courses taught and evaluation results (if any), together with names and addresses and fax numbers/e-mail addresses of three to five referees to whom applicants' consent has been given for their providing references (unless otherwise specified), to the Department of Mechanical and Automation Engineering by e-mail to [recruit\\_lecturer@mae.cuhk.edu.hk](mailto:recruit_lecturer@mae.cuhk.edu.hk). Please quote the reference number and mark 'Application – Confidential' on cover. The Personal Information Collection Statement will be provided upon request.



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 :

**Chair Professor/Professor/Associate Professor/Assistant Professor**  
**Department of Electronic Engineering [Ref. A/187/00]**

**Duties :** Teach and supervise student projects at both undergraduate and postgraduate levels, conduct frontline research, and develop new research directions and courses, where applicable, in the areas of software systems, data structure and algorithm, object-oriented programming, SAS programming, digital or computer forensics, data centre, data mining and cloud computing.

**Requirements :** A PhD in Computer Engineering/Computer Science or related disciplines, with a good honours degree in Computer Engineering/Computer Science plus a strong research record.

**Salary and Conditions of Service**  
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). Initial appointment will be made on a fixed-term contract.

**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. Nominations can be sent directly to the Human Resources Office. **Applications and nominations received before 31 January 2016 will receive full consideration.** Only shortlisted applicants will be contacted; and those 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 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.*

*Worldwide recognition ranking 57th (QS survey 2015); 5th among top 50 universities under age 50 (QS survey 2014); 1st in Engineering/Technology/Computer Sciences in Hong Kong (Shanghai Jiao Tong University survey 2015); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2014).*

57<sup>th</sup> World University

5<sup>th</sup> World's top 50 Universities under age 50

1<sup>st</sup> Engineering/Technology/Computer Sciences in Hong Kong

2<sup>nd</sup> Business School in Asia

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City University of Hong Kong

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香港城市大學  
City University of Hong Kong



SCHOOL OF CONTEMPORARY AND PROFESSIONAL EDUCATION  
專業 進修 學院

**Part-time Instructors (various disciplines)**  
CityU SCOPE aspires to be a leading school in professional and life-long education. Applications are invited for part-time instructors to teach daytime or evening programmes offered by the School. The appointee(s) will take up teaching, set and mark assessments, supervising student projects and act as student advisors.

**Postgraduate Level Programmes**  
**1. Doctor of Psychology in Clinical Psychology**  
a. Child Psychotherapy  
b. Psychodynamic  
**Requirements**  
A Doctoral degree in relevant discipline, with at least 5 years of teaching experience or industry experience.  
**2. MSc Psychology**  
a. Social Psychology  
b. Individual differences  
c. Developmental Psychology  
d. Abnormal Psychology  
e. Cognitive Psychology  
f. Psychobiology  
g. Quantitative; qualitative research methods, and statistics  
h. Research dissertation supervision  
**Requirements**  
A higher degree in psychology, with at least 3 years of teaching or industry experience and a strong commitment to excellence in teaching.

**Undergraduate Level Programmes**  
**3. Aviation**  
a. Airline Operations and Scheduling  
b. Aviation Strategy Planning  
c. Global Logistics Management  
**4. Computing & IT**  
a. Business Continuity and Compliance  
b. Data Analysis and Information Management  
c. Object Oriented and Systems Methodologies  
d. Operations Research and Simulation Modelling  
e. Project and Risk Management  
f. Project Supervision and Research Methods  
g. Rapid Application Development  
**5. Business**  
a. Public Relations  
**6. Social Sciences**  
a. Dissertation  
b. Managing the Environment  
c. Public Policy Making  
d. Public Sector Strategic Management  
**Requirements**  
A Master's degree or above in relevant discipline, with at least 3 years tertiary teaching experience and at least 3 years industry experience.  
A strong commitment to excellence in teaching.

**Information for Application**  
1. Please send detailed resume to [recruit@scope.edu](mailto:recruit@scope.edu). Please indicate in your application (a) the Area and Specialization you wish to teach and (b) availability to teach in day-time. Applications without indicating the area and specialization will not be considered.  
2. Application deadline is **14 November 2015**.  
3. Applicants may consider their applications unsuccessful if not interviewed by the end of December 2015.  
4. Information about SCOPE is available at <http://www.scope.edu>  
5. Current part-time instructors with CityU SCOPE need not apply.

THE UNIVERSITY OF HONG KONG

香港 大學



Applications are invited for the following posts:

**Department of Real Estate and Construction**  
**1. Tenure-Track Associate Professor/Assistant Professor in Interdisciplinary Project Management** (Ref.: 201501254) (to commence as soon as possible. The appointment will initially be made on a three-year fixed-term basis, with the possibility of renewal and with consideration for tenure before the expiry of the second three-year contract.)  
Applicants should have a Ph.D. degree in the relevant field and an established record of productive research output with regular publication in high-quality journals, or outputs in other creative outlets, consistent with an international reputation in the field. They should also have a track record of achievements in and commitment to excellence in teaching and learning; and possess a significant record of obtaining research incomes, including nationally competitive research grants and fellowships. We are particularly interested in candidates with a multi-disciplinary background and significant relevant professional experience in the area of virtual design and construction (VDC) applied to design, construction and facilities management. The appointee is expected to contribute to leadership of relevant programs in the Faculty of Architecture, including BIM-related research and teaching in the newly established HKUrbanLab <http://www.arch.hku.hk/>. He/She will be responsible for the development and management of a new inter-disciplinary Master's programme in sustainable digital urban development, to be launched in 2016. Applicants should send a completed application form together with an up-to-date C.V. to [recappt@hku.hk](mailto:recappt@hku.hk). **Closes November 21, 2015.**

**School of Public Health**  
**2. Tenure-Track Non-Clinical Assistant Professor in Health Economics and Policy** (Ref.: 201501242) (to commence as soon as possible, 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)  
Applicants should possess a Ph.D. degree in health economics, health services research or equivalent, with proven track record of high-quality scholarly research in the field of health economics and policy. The appointee is expected to contribute to the established strengths of the School in national health accounts, health equity analysis, health systems and policy research, cost effectiveness and decision analysis, and healthcare human resources planning. He/She will play a key role in leading the development of academic scholarship and teaching programmes of the School and contributing to the enhancement and development of medical and health science courses in the Faculty. Information about the School can be obtained at <http://sph.hku.hk>. Applicants who have responded to the previous advertisement (Ref: 201500545) need not re-apply. Applicants should send a completed application form together with an up-to-date C.V. to [sphhr@hku.hk](mailto:sphhr@hku.hk). **Closes November 30, 2015.**

**School of Nursing**  
**3. Principal Lecturer/Senior Lecturer (several posts)** (Ref.: 201501252) (to commence as soon as possible, initially on a two-year fixed-term basis, with the possibility of renewal)  
Applicants should possess a doctoral degree in Nursing or a related discipline; and be registered with the Nursing Council of Hong Kong, with at least 10 years' post-qualification teaching experience in nursing programmes at tertiary institutions. They should also have classroom and clinical teaching experience in undergraduate and/or postgraduate programmes, and be experienced in curriculum development. Experience in educational research will be an advantage. Fluency in both English and Cantonese as well as mentoring skills are essential. The appointees will assume a leadership role in nursing education and be responsible for the teaching and coordination of nursing courses. Applicants should send a completed application form together with an up-to-date C.V., and at least three reference letters with specific comments on their academic competence to [snhire@hku.hk](mailto:snhire@hku.hk). **Closes January 16, 2016.**

**Finance and Enterprises Office**  
**4. Accounting Executive** (Ref.: 201501280) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)  
Applicants should have 5 passes in HKCEE including English (min. Grade C if Syllabus A/Level 2 from 2007), Chinese (Level 2 from 2007) and Mathematics, OR min. Level 2 or equivalent in 5 subjects in HKDSEE including English Language, Chinese Language and Mathematics, with at least 1 year's work experience, preferably in accounting, auditing and/or banking. They should also have a good command of English and Chinese; the ability to work independently; self-motivation; and knowledge of PC and software applications such as MS Word and Excel. Knowledge of Putonghua is an advantage. The appointee will assist in financial accounting including the preparation of journal entries; processing of payment vouchers/purchase orders; data input; budgetary control matters; and general clerical duties. Applicants should send a completed application form to [feappt@fo.hku.hk](mailto:feappt@fo.hku.hk). **Closes November 1, 2015.**

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 (3), and 10% of basic salary for post (4). For posts (1) to (3), 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 (3), application forms (341/1111) can be downloaded at <http://www.hku.hk/apptunit/form-ext.doc>, and for post (4), 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/>. Please indicate clearly in the form the post applied for, as well as the field and level (if applicable), and the reference number in the subject of the e-mail. 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**

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EDUCATION

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香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Government and International Studies

Assistant Lecturer (PR136/15-16)

The appointee is expected to teach in some of the following areas: (i) international political economy, (ii) American politics, (iii) East Asian politics, (iv) General Education courses on political science.

Applicants should possess a relevant PhD degree and related teaching experience in higher education.

Initial appointment will be made on a fixed-term contract of one year commencing January 2016. Re-appointment thereafter is subject to mutual agreement and availability of funding.

*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 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: 7 November 2015**

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Search  
ASSOCIATES  
SPANNING THE GLOBE WITH A PERSONAL TOUCH

LOOKING FOR A TEACHING OPPORTUNITY IN AN INTERNATIONAL SCHOOL?

Search Associates ([www.searchassociates.com](http://www.searchassociates.com)) will be holding its annual Recruitment Fair in Hong Kong between January 15th and 17th of 2016. Last year Search Associates helped place over 3,000 teachers and administrators in new positions in international schools making us the largest international teacher recruitment company world wide.

An information Seminar on Search Associates and it's Recruitment Fairs will be held in Hong Kong on the evening of Thursday 12th November and will be followed by preliminary interviews with prospective candidates over the weekend November 13th to 15th.

For more information and interview reservations contact :  
**[bdrake@searchassociates.com](mailto:bdrake@searchassociates.com)**

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

Classified Post



Australian International School Hong Kong  
香港澳洲國際學校

Applications are invited from suitably qualified people for the following position:

Specialist Teacher – Learning Support

Recruitment deadline: 30 October 2015  
Commencement date: 13 January 2016

Seeking a qualified practising teacher with high level qualifications in the area of learning support.

**Required Skills:**

- a sound knowledge of a broad range of learning needs to promote students' social, emotional, intellectual and physical development;
- experience in catering effectively for the range of student abilities; and,
- experience in working as part of a multi-disciplinary team.

For further information please refer to the school website at [www.aishk.edu.hk](http://www.aishk.edu.hk).

Only shortlisted candidates will be contacted.

School Registration No: ED1/21627/95



INTERNATIONAL CHRISTIAN SCHOOL

SUBSTITUTE TEACHERS

An international school is looking for suitable candidates to serve as substitute teachers on an irregular / on-call basis during term-time only (multiple vacancies for each):

(1) Substitute Elementary Chinese Teachers  
(Native standard of Mandarin required)

(2) Substitute Kindergarten Teacher  
(Early Childhood Education qualification is required)

Applications for substitute teaching in **other subjects at elementary level (primary 1-6) are also welcome.**

For further details on the positions, please refer to the postings on ICS's website at [www.ics.edu.hk](http://www.ics.edu.hk).

**To Apply**

Interested parties, please submit an online application stating the position applying for, together with full resume and date of availability on ICS's website at [www.ics.edu.hk](http://www.ics.edu.hk) (Employment > Substitute Positions).

ICS is an equal opportunity employer. Personal data collected will be treated in strict confidence and used for recruitment purpose only. Only shortlisted applicants will be notified for interviews.

GENERAL

An International Business Information Agency at Lai Chi Kok with head office in Switzerland and branches at United Kingdom, Netherlands and India is looking for:-

JUNIOR RESEARCHER/  
ADMIN ASSISTANT

- University degree holder
- At least 1 year office experience
- Excellent English and Mandarin
- IT skills in Excel, Word and web based software
- Five days work

Please email resume and salary expectation to **Worldbox Asia Limited** at [career@worldbox.com](mailto:career@worldbox.com)

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香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Government and International Studies

Assistant Lecturer (PR136/15-16)

The appointee is expected to teach in some of the following areas: (i) international political economy, (ii) American politics, (iii) East Asian politics, (iv) General Education courses on political science.

Applicants should possess a relevant PhD degree and related teaching experience in higher education.

Initial appointment will be made on a fixed-term contract of one year commencing January 2016. Re-appointment thereafter is subject to mutual agreement and availability of funding.

*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 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: 7 November 2015**

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香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Government and International Studies

Assistant Lecturer (PR136/15-16)

The appointee is expected to teach in some of the following areas: (i) international political economy, (ii) American politics, (iii) East Asian politics, (iv) General Education courses on political science.

Applicants should possess a relevant PhD degree and related teaching experience in higher education.

Initial appointment will be made on a fixed-term contract of one year commencing January 2016. Re-appointment thereafter is subject to mutual agreement and availability of funding.

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**Closing date: 7 November 2015**



漢基國際學校  
Chinese International School

PRIMARY SCHOOL

Chinese Early Years  
Primary Classroom Teacher

**Immediate Opening  
(Temporary position until June 2016)**

Temporary opening for a Chinese (Mandarin) teacher with the ability to work collaboratively in a dual-language environment with both English and Chinese teaching partners.

Chinese Primary  
Physical Education Teacher

**Start Date: August 2016**

Opening for a native Mandarin speaking P.E. teacher with excellent English skills. Teacher qualifications and relevant experience in an international setting/curriculum are required.

To find out more information and to submit an online application for either position, please go to the employment section of our website: [www.cis.edu.hk](http://www.cis.edu.hk)



Australian International School Hong Kong  
香港澳洲國際學校

Applications are invited from suitably qualified people for the following position:

Classroom Assistants

Recruitment deadline: 30 October 2015  
Commencement date: 15 January 2016

The successful applicant will provide learning support for students, under the supervision of the teacher, and will require fluency in written and spoken English.

**Desired Skills and Abilities:**

- demonstrated commitment to working with children
- ability to use information & communication technology to manage assigned tasks
- specialised skills gained by completion of a relevant post-secondary qualification or on-the-job experience

For further information please refer to the school website at [www.aishk.edu.hk](http://www.aishk.edu.hk).

Only shortlisted candidates will be contacted.

School Registration No: ED1/21627/95



HONG KONG ACADEMY

Speech and Language Therapist  
(Starting on January 2016)

**Responsibilities:**

- Develop, maintain and report on individualized educational plans
- Coordinate the SLT programme, work with classroom teachers and support the Child Study Team (CST)
- Provide information and consult with staff and parents regarding various disabilities and topics related to learner support
- Oversee all aspects of Individualized Education Plan (IEP) Management: facilitate meetings, write I.E.P.s, and oversee implementation

**Requirements:**

- Graduate of Speech & Language Therapy Professional Programme; B.S in related field, experience as a teacher leader
- 3-5 years experience in working with a variety of special needs in a school system

Please visit our website at <http://www.hkacademy.edu.hk/> for more information.

Kindly send your CV & references together to Stephen Dare at [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

–Personal data collected will be used for recruitment purposes only. –



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

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\$5.5 billion (US\$705 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 Chinese mainland and the world.

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

DEPARTMENT OF ELECTRICAL ENGINEERING

Chair Professor (Ref: 15100801)

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.

**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



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

25  
INNOVATING TODAY  
IMAGINING TOMORROW  
數・創・未來 HKUST

The University invites applications for the following positions:

Division of Life Science

(1) Senior Technician (Job ID: 2560)

The appointee is expected to undertake the role of laboratory manager for the life science laboratory, which includes the oversight and management of all communal facilities. He/She will also be responsible for the overall coordination and preparatory work of the lab courses for undergraduate/postgraduate students. In addition to the responsibilities with respect to the teaching programs, i.e. participation in laboratory courses as well as regular safety and training duties (such as observing the safety regulations in the University, training all the personnel in individual research laboratories to use the communal facilities), the appointee will also be required to carry out assignments in one or more research laboratories for conducting research works under the supervision of his/her immediate faculty supervisor.

Applicants should have a bachelor's degree in life science or related disciplines with several years of relevant experience, including experience in managing a life science laboratory. (Duration: 2 years, renewable) **(Closing date: Mon, 2 Nov 2015)**

(2) Research Assistant (Job ID: 2561)

A Research Assistant position is available in Dr Yan Yan's laboratory, which works on the mechanisms of growth control using *Drosophila* and mammalian cells as model systems. The appointee will provide assistance to research students and Postdoctoral Fellows in projects including genetic screening and next-generation sequencing et al.

Applicants should have a bachelor's degree in life science or related fields. **(Closing date: Thu, 31 Dec 2015)**



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

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The University invites applications for the following positions:

Department of Computer Science and Engineering  
Multimedia Technology Research Center (MTrec)

The appointees will work in a rigorous R&D environment to develop state-of-the-art technologies in one of the 3 projects: Wi-Fi technologies, Internet streaming technologies and Indoor positioning technologies based on advanced research results. The team will work closely with the related industries. This is an opportunity for the appointees to be involved in full software product life cycles, and to have exposure in a team-oriented working environment.

(3) Software Engineers (Job ID: 2372)

The appointees will participate and provide leadership in the design, research, development, and trial processes, and create products that can be easily extended, integrated and maintained.

Applicants should have a master's or PhD degree in computer science, and some relevant work experience.

(4) Research Assistants (Job ID: 2373)

The appointees will participate in the design, research, development, and testing processes, and create products that can be easily extended, integrated and maintained.

Applicants should have a bachelor's degree in computer science and/or engineering. Fresh graduates are welcome to apply.

For posts (3) and (4), a solid background on network programming, wireless network, media streaming or mobile programming, and/or solid C/C++/JAVA Visual Studio software development experience in Linux and/or Visual Studio are required. For the Wi-Fi project, hands-on experience with embedded system development, scripting, cross compilation and hardware design/test is expected. Experience with database and middleware development will be a plus. The appointees should be independent and team-oriented; and have good technical background, organizational, interpersonal and social communication skills. **(Closing date: Fri, 4 Dec 2015)**



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THE HONG KONG UNIVERSITY OF  
SCIENCE AND TECHNOLOGY

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The University invites applications for the following positions:

(5) Engineering Manager/Computer Officer (Job ID: 2374)

The appointee will oversee the whole development process of wireless networking or multimedia research projects to ensure that the deliverable deadlines are met; manage all team members and oversee the day-to-day operations of the projects; take care of both managerial and technical matters; provide technical leadership and coordinate the integration of different project modules to develop good prototypes with industrial relevance; and visit local and overseas companies in various regions to obtain user requirements, establish collaboration and transfer the technologies to industry. In addition, the appointee will help apply for new funding to sustain the project whenever necessary.

Applicants should have at least a master's degree in computer science or related disciplines with a minimum of 5 years of industrial experience, among which at least 2 years are in project management in an advanced R&D environment. Experience in software management and networking skills are required. Strong organizational, problem-solving and communication skills are necessary. The appointee should be proficient in English, especially in English technical writing, Cantonese and Putonghua. Cultural awareness of business practices covering Hong Kong, Mainland China and the US is important but not essential. Familiarity with the funding schemes around the area, and experience in VC fund raising and business plan writing are a plus. **(Closing date: Fri, 4 Dec 2015)**

*(Applicants who have responded to the previous advertisements need not re-apply.)*

(6) Post-doctoral Fellow (Job ID: 2522)

The appointee will work in the Cryptography and Coding Theory Group on a research project on coding theory and related topics.

Applicants should already have, or will have by the time of appointment, a PhD degree in mathematics or computer science or electrical engineering. A strong background in finite fields, number theory and combinatorics is required. **(Closing date: Mon, 28 Mar 2016)**

Duration of Appointment: Unless stated otherwise, the above positions will normally be of one year duration with a possibility of renewal.  
Medical benefits and paid leave will be provided where applicable.

**Application Procedure**  
In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<http://jobs.ust.hk>) and return it online to the Human Resources Office on or before the **respective closing dates**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.  
*(Information provided by applicants will be used for recruitment and other employment-related purposes.)*



HONG KONG ACADEMY

Mandarin Coordinator/Teacher  
(Starting on August 2016)

**Responsibilities:**

- Reinforce the written, taught and learned elements of the IB Mandarin curriculum framework and the on going development of both the environment and subject-based units of inquiry
- Prepare and deliver concept-based curriculum lessons to MYP/DP students using constructive / inquiry pedagogues
- Medium of instruction of lessons to be in Putonghua (Mandarin)
- Provide and participate in MYP Putonghua workshops to maximize teacher growth within the local and international school communities

**Requirements:**

- Must be a native Putonghua (Mandarin) speaker
- A comprehensive understanding of contemporary teaching, learning theories and practice
- Extensive knowledge and understanding of Mandarin curriculum and the IB Programme and experienced PYP, MYP and DP Teacher

Please visit our website at <http://www.hkacademy.edu.hk/> for more information.

Kindly send your CV & references together to Stephen Dare at [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

–Personal data collected will be used for recruitment purposes only. –

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

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THE HONG KONG  
POLYTECHNIC UNIVERSITY

香港理工大學

The University invites applications for the following posts:

**DEPARTMENT OF BUILDING AND REAL ESTATE**

**(1) Associate Professor / Assistant Professor in Planning and Urban Studies** (Ref. 15101904)

The appointee will be required to (a) undertake teaching duties; (b) supervise undergraduate and postgraduate research projects and theses; (c) conduct research in the areas related to policy for urban sustainability, urban land use, institutional analysis, law and policy issues in the urban development industry, and contribute to the development of the Department's research strengths; (d) initiate, lead and participate in research activities and be active in research leading to quality journal publications and in bidding for external research grants and applied research projects; and (e) engage in programme/curriculum planning, development and administration.

Applicants should (a) have a PhD degree in a related discipline, preferably with a first degree in Urban Planning or Architecture/Surveying; (b) have a strong commitment to excellence in teaching and research; (c) have a proven record in research and scholarship; and (d) be able to demonstrate effective classroom teaching skills and have good interpersonal skills. Preference will be given to those with a demonstrated track record and expertise in research on urban sustainability, land use and institutional analysis, law and policy issues in the urban development industry, etc.

Applicants with less experience may be considered for appointment at the level of Assistant Professor.

**HUMAN RESOURCES OFFICE**

**(2) Senior Human Resources Officer** (Ref. 15101509-E)

The appointee will be required to provide support to a wide range of human resource services covering staff recruitment, compensation and benefits, training and development, human resources information management system, office management, project and committee work. The appointee will also be required to supervise supporting staff.

Applicants should have (a) a recognised degree; (b) at least five years' post-qualification experience in administration of human resource management, preferably gained from sizeable organizations; (c) a good command of English and Chinese, with fluency in Putonghua being preferred; (d) a perceptive and analytical mind; (e) good interpersonal and communication skills; and (f) the calibre of a good team leader as well as a good team player. Shortlisted candidates will be invited to sit for a written language proficiency test.

**RESEARCH OFFICE**

**(3) Executive Officer** (Ref. 15101605-E)

The appointee will be required to (a) provide support service to Faculties/Departments/Schools in research student matters; (b) provide secretarial service to committees, working groups and/or task forces; (c) liaise with academic departments and central administrative units; and (d) supervise clerical staff and/or other subordinates.

Applicants should have (a) a recognised degree; (b) at least five years of relevant post-qualification experience, preferably in the administration of research student matters; (c) a good command of both written and spoken English and Chinese, fluency in Putonghua will be a definite asset; (d) good computer literacy, including Chinese word processing; (e) excellent communication and interpersonal skills, including the ability to deal with individuals with different cultural backgrounds; and (f) high self-motivation and ability to complete tasks independently. Shortlisted candidates will be invited to sit for a written language proficiency test.

**ALUMNI AFFAIRS AND DEVELOPMENT OFFICE**

**(4) Development Officer (two posts)** (Ref. 15101907-E)

The appointees will be required to (a) assist in organizing fundraising programmes and activities/ceremonies to engage/recognise donors; (b) arrange and co-ordinate campus tours and visits; (c) provide administrative support to fundraising projects, committees and working groups, donors database, stewardship programmes and related activities; and (d) assist in preparing fundraising collaterals and proposals. The appointees may be required to work beyond or outside normal office hours for the purposes of attending meetings or fundraising activities.

Applicants should (a) have a recognised degree with at least three years' post-qualification working experience, preferably in marketing, public relations or communications; (b) have a good command of both written and spoken English and Chinese; (c) possess excellent communication skills; and (d) have good computer skills. Shortlisted candidates will be invited to sit for a written language proficiency test.

**Remuneration and Conditions of Service**


A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application. For appointment of Assistant Professor in post (1) and for posts (2) to (4), initial appointments will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. An appropriate term will be provided for the appointment at Associate Professor level for post (1).

**Application**

Please submit application form via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk); by fax at 2764 3374; in person to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon**; or by mail to the above address. If you would like to provide a 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). **The closing date for application is Saturday, 7 November 2015 for posts (3) and (4);** and applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful. **For posts (1) and (2), recruitment will continue until the positions are filled. Initial consideration of applications will commence on 1 December 2015 for post (1) and in early November 2015 for post (2).** Details of the University's 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

香港理工大學

The University invites applications for the following posts:

**INSTITUTE OF TEXTILES AND CLOTHING**

**(1) Scientific Officer** (Ref. 15101404-E)

The appointee will be required to (a) assist in developing and setting up the laboratories facilities in the Institute including garment workshop, intimate apparel design studio and apparel finishing laboratory; (b) manage the laboratories in garment making, intimate apparel design studio and dry apparel finishing; (c) operate, maintain, repair and calibrate relevant facilities for supporting teaching, research and/or consultancy activities in related areas; and (d) assist in the teaching of related subjects and training of students and research personnel for the research studies in related areas.

Applicants should (a) have a recognised degree, preferably with a master's degree, in Pattern Design, Apparel Technology or related disciplines; (b) have at least five years' post-qualification research or industrial experience in garment or intimate apparel manufacturing and development or related areas; (c) have good technical skills of operating the garment or intimate apparel assembly or finishing equipment; (d) have good teamwork and interpersonal skills; and (e) be able to communicate effectively in both written and spoken English and Chinese, with proficiency in Putonghua and Cantonese. Preference will be given to those with workshop/studio/laboratory management experience.

**(2) Research Associate / Research Assistant (two posts)** (Ref. 15100905)  
**[Appointment period: each for twenty-four months]**

The appointees will assist the project leader in the research project - "Soft electronic devices for smart wearable technologies".

Applicants for the Research Associate post should have a master's degree in Applied Physics or Mechanical / Electronic / Textile Engineering, and have substantial research experience. Applicants for the Research Assistant post should have an honours degree in one of the aforementioned disciplines or an equivalent qualification.

Applicants are invited to contact Prof. Tao Xiaoming at tel no. 2766 6470, fax no. 2773 1432 or email [xiao-ming.tao@polyu.edu.hk](mailto:xiao-ming.tao@polyu.edu.hk) for further information.

**Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application. For post (1), initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.

**Application**

Please submit application form via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk); by fax at 2764 3374; in person to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon**; or by mail to the above address. If you would like to provide a 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). **The closing date for application is Saturday, 31 October 2015 for post (1); and Monday, 9 November 2015 for post (2).** Applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful. **For post (2), applications should be addressed directly to Prof. Tao Xiaoming (please state Institute of Textiles and Clothing on the envelope).** Details of the University's 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



A non-profit charity organization in Hong Kong is seeking **creative and enthusiastic teachers** to join our team to provide language training for some of Hong Kong's most disadvantaged children on HK Island and in the New Territories as follows:

**Part-time English Storytellers** for primary and secondary sessions  
**Full-time English Storytellers**  
**Part-time Native English Teachers and Elective Teachers** for secondary sessions  
**Full-time Teaching Assistant**

Applicants should have experience teaching the targeted students and be able to use different activities like singing, role-play, art & craft, cooking and storytelling to promote learning through fun.

A TESOL or CELTYL/ CELTA qualification is preferred for all positions.  
Please visit [www.itp.edu.hk](http://www.itp.edu.hk) for details.  
Please send your application to "Michelle McEwan, Director of Studies, PLK Headquarters, 1/F, Language Training Programme Office, 66 Leighton Road, Causeway Bay" or [hr@itp.edu.hk](mailto:hr@itp.edu.hk)  
Application deadline - Friday 30 October 2015.  
(Data collected will be used for recruitment purpose only)

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

**Classified Post**



CIVIL AVIATION DEPARTMENT

**Senior Operations Officer  
(Helicopter Operations Inspector)**  
(Civil Service Vacancy)

**Salary :** Master Pay Scale Point 45 (HK\$101,620 per month) to Master Pay Scale Point 49 (HK\$117,080 per month)  
Depending on relevant experience of the candidate.

**Closing Date for Application :**  
23 November 2015

**Tel Enquiry :** 2910 6334

**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.**

**OFFICE OF THE GOVERNMENT  
CHIEF INFORMATION OFFICER**

**Analyst/Programmer II**  
(Civil Service Vacancy)

**Salary :** Master Pay Scale Point 16 (HK\$28,140 per month) to Master Pay Scale Point 27 (HK\$47,235 per month)

**Closing Date for Application :** 13 November 2015

**Closing Date for Submission of Supporting Documents :** 20 November 2015

*(Applicants **MUST** also submit supporting documents for the qualifications required for the application.)*

**Tel. Enquiry :** 2582 4482

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



Buildings Department

**Survey Officer  
(Civil Service Vacancy)**

**Salary:** Master Pay Scale Point 9 (HK\$19,160 per month) to Master Pay Scale Point 22 (HK\$37,590 per month)

**Closing Date for Application:**  
6 November 2015 (6:00 p.m.)

**Tel. Enquiry:** 2626 1865 or 3162 8808

**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.**



LEISURE AND CULTURAL  
SERVICES DEPARTMENT

**Technical Officer II (Design),  
Cultural Services**  
(Civil Service Vacancy)

**Salary:** Master Pay Scale Point 8 (HK\$17,995 per month) to Master Pay Scale Point 21 (HK\$35,890 per month)

**Closing Date for Application:** 30 October 2015

**Tel. Enquiry:** 2601 8814

**Please visit GovHK at <http://www.gov.hk>, Leisure and Cultural Services Department website at <http://www.lcsd.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store for information about the post.**



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## Be the first

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Classified Post

Career Forum



Date : October 29, 2015 (Thur)  
Time : 10am - 9pm  
Venue : InnoCentre, 72 Tat Chee Avenue, Kowloon Tong, Hong Kong  
Admission : Free admission


- 4 reasons to join:
- A unique job fair for university students, recent graduates and young jobseekers
  - A one-stop shop for quality MT and graduate programmes
  - A chance to shadow a CEO of a reputable corporation
  - Unparalleled topical seminars, company tours, CV consultations and exclusive offers

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CV Doctors



One-on-one CV consultation services by CV Doctors

Company Tours



A chance to sign up for a variety of company tours

For details and registration, visit [cpevent.scmp.com/careerforum](http://cpevent.scmp.com/careerforum)  
Advertising hotline: 2565 8822 Email: [classified@scmp.com](mailto:classified@scmp.com)

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 港燈  
HK Electric

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

 Raffles Hotel  
萊佛士酒店有限公司

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KERRY LOGISTICS  
義利物流

 新世界發展有限公司  
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# Shadow a CEO Programme

As part of Classified Post's continuous commitment to helping jobseekers build a bright career future, here comes a once-in-a-lifetime opportunity to meet some of the most well-known top executives in Hong Kong.

You will be in with a chance of spending three days shadowing a CEO from one of the forum's participating companies, experiencing their daily lives and picking up some essential management tips.



## Supporting CEOs and CEO Sharing Sessions



### Hong Kong Jockey Club

Mr. Leong Cheung  
Executive Director, Charities and Community

**Speaking session:** 2:40pm – 3:20pm

**Topic:** The Hong Kong Jockey Club – Riding High Together



### Pernod Ricard Hong Kong & Macau

Mr. Frantz Hottot  
Managing Director

**Speaking session:** 12 noon – 12:40pm

**Topic:** To be confirmed



### AsiaWorld-Expo Management Ltd

Mr. Allen Ha  
CEO

**Speaking session:** 1:20pm – 2pm

**Topic:** Career Pathway at the MICE Hub of Asia



### Inchcape Motor Services Limited

Mr. Patrick Lee  
CEO, North Asia and China

**Speaking session:** 2pm – 2:40pm

**Topic:** Behavioural Styles Learnt from Captain Kirk and Spock



#### Timeline:



#### How to apply

Applicants are required to:

- Sign up for the programme at [cpevent.scmp.com/careerforum](http://cpevent.scmp.com/careerforum)
- Bring a hardcopy of your resume and a short essay of maximum 2,000 characters on "Why I should be selected for the Shadow a CEO Programme" when you attend the first interview with a professional consultant on Oct 29, 2015.

#### Note

- A maximum of 120 candidates will be shortlisted for the first interview
- First interviews will be conducted at the Career Forum. A maximum of 54 candidates will be shortlisted to enter the final interview.
- In the final interview, each participating company will select a maximum of three candidates to shadow their respective CEO.
- Registration deadline: Oct 28, 2015.

#### Get certificated

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

For details and registration, visit [cpevent.scmp.com/shadow-a-ceo](http://cpevent.scmp.com/shadow-a-ceo)

[Register Now]



Organiser:



Premium Partner:









Classified Post

Career Forum


Topical Seminars




**Education Reengineered**  
Mr. Timothy Yu  
Founder  
Snapask (HK) Ltd  
11:20am – 12 noon



**WE DO IT RIGHT –  
MANAGEMENT TRAINEE PROGRAMME 2016**  
Ms. Bella Chhoa  
Company Secretary, General Counsel and  
Assistant Director – Corporate Affairs  
Hang Lung Properties Limited  
12:40pm – 1:20pm



**Paid Full-time Finance &  
Investment Banking Internships in New York & London**  
Ms. Phenthip Chomprang  
Recruitment & Marketing Director  
Mountbatten Institute  
3:20pm – 4pm




**Charting your way forward as a CPA**  
Ms. Ivy Cheung  
Vice President  
Hong Kong Institute of  
Certified Public Accountants  
4pm – 4:40pm


**Your Success, Our Future**  
Ms. Jacqueline Chan  
Environmental Engineer  
The Hongkong Electric Co Ltd  
4:40pm – 5:20pm

**Mr. Peter Leung**  
Customer Installation  
Engineer


**Mr. Billy Choy**  
Engineer




**A Marketing Career in the New Digital Era:  
Why you should not miss this opportunity**  
Ms. Nancy Ting  
Head of HK SMB Marketing  
Google  
5:20pm – 6pm

**An Unconventional Career Journey –  
Yip's Management Trainee Programme**  



**Mr. Gary Wong**  
Deputy Head of  
Project Sales  
Yip's Chemical  
Group  
6pm – 6:45pm




**Ms. Eunice Lai**  
Corporate  
Communications  
Manager



**What am I without dance**  
Mr. Di2da (狄易達)  
Popular Cantopop Singer and Dancer  
6:45pm – 7:20pm




**Road to financial freedom**  
Mr. Tsz Fan (止凡)  
Popular Financial Blogger  
7:25pm – 8:05pm



**10 things I wish I had known before  
I started EasyVan**  
Mr. Shing Chow  
Founder & CEO  
EasyVan  
8:30pm – 9:10pm


Company Tours

CV Doctor



Visit the Classified Post Career Forum to get a chance to visit a company of your choice to know more about their organisational cultures and career opportunities. Participating companies include:


- JW Marriott Hong Kong
- Hong Kong Exchanges and Clearing
- Hong Kong Broadband Network
- Towngas





When hunting for jobs after graduation, your CV will be your best advert. To learn how to make your CV stand out, register now to reserve a slot to meet with our professional consultants, who will provide you with one-on-one CV enhancing consultation services at the Classified Post Career Forum.







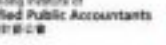





Seats are limited and on a first-come, first-served basis.  
For details and registration, visit [cpevent.scmp.com/careerforum](http://cpevent.scmp.com/careerforum)

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PROPERTY & CONSTRUCTION

GENERAL



HENDERSON LAND DEVELOPMENT COMPANY LIMITED

We are one of the largest land developers in HK and now invite high caliber candidates for the positions of:-

**CONSTRUCTION MANAGER**  
(Ref.: 235SCMP/HLD10/CM-G)

- Degree in Structural / Civil Engineering or Construction Management
- Minimum 10 - 12 years' local experience in large-scale residential and commercial building construction with at least 3 years in managerial grade
- Working experience in General Contractor as a Construction Manager is required
- Familiar with building ordinance, building contract, construction planning and cost control
- Proficiency in both English and Chinese

**PROJECT MANAGER (QUANTITY SURVEYING) - FOR HONG KONG PROJECTS** (Ref.: 235SCMP/HLD24/PM-QS-2)

- Responsible for prestigious residential and commercial developments in HK
- Degree in Quantity Surveying with recognized qualifications of MHKIS or equivalent
- Minimum 7 years' post-qualification experience with property developers or consultant firms
- To provide all aspects of quantity surveying and contract administration services including cost estimate, cost control, tender documentation, settlement of final accounts
- To provide in-house QS function
- To monitor performance of external QS consultants
- Effective in team playing and interpersonal skills. Diligent and passionate at work
- Fluency in both English and Chinese
- To work under **Project Management (2) Department** to manage HK development projects from inception stage to completion stage

**SENIOR SECRETARY / PERSONAL ASSISTANT**  
(Ref.: 235SCMP/PA)

- University graduate from overseas university
- Excellent in both written and spoken English
- Good command of PC knowledge
- Minimum 10 years' relevant experience in supporting the top management with formal secretarial training
- Able to handle business correspondence, arrange tight schedule and write script of speech professionally
- Able to work independently and under pressure, with initiative and flexible with good working attitude
- High professional standard of integrity and confidentiality

**BUILDING SERVICES CO-ORDINATOR**  
(Ref.: 235SCMP/HLD10/BSC-G)

- Higher Diploma in Mechanical & Electrical / Building Services Engineering
- Minimum 5 years' relevant experience with at least 3 years' site experience
- Responsible for co-ordination with consultants, sub-contractors and architects on M&E issues
- Handling the production of CSD and CBWD with relevant parties and monitor M&E work progress and quality
- Good communication skill
- Proficiency in PC applications including MS Office and AutoCAD
- Registered electrical worker (Grade B) will be an advantage
- To be stationed on site

**LEASE ADMINISTRATION MANAGER**  
(Ref.: 235SCMP/HLD16/LAM)

- MHKIS with a Degree in Real Estate or related discipline
- Minimum 10 years' relevant post-qualification experience in tenancy administration and property management
- Responsible for managing a portfolio of leasing properties; handling landlord and tenant matters and related legal issues; conducting market analysis and co-ordinating renovation and maintenance of properties
- Familiar with property and tenancy legislation
- Strong management and negotiation skills
- Experience in building maintenance will be an advantage
- Proficiency in both written and spoken English and Chinese

**ASSISTANT ASSET MANAGEMENT MANAGER**  
(Ref.: 235SCMP/HLD22/AAMM)

**Responsibilities:**

- To manipulate financial data and information for the financial model
- To undertake market research, feasibility studies and valuation
- To maintain property database for research and analysis
- To assist in formulating strategy and developing strategic plan through data collection & compilation

**Requirements:**

- Chartered surveyor in General Practice (GP) or Degree in Accounting / Finance
- Minimum 5 years' experience in valuation or research, preferably in sizable developers
- Experience in property investment or shopping mall management will be an advantage
- Strong analytical, interpersonal, presentation and leadership skills
- Good command of written & spoken English and Chinese (including Putonghua)

**SENIOR PROJECT CO-ORDINATOR / PROJECT CO-ORDINATOR / ASSISTANT PROJECT CO-ORDINATOR**  
(Ref.: 235SCMP/HLD10/SPC-R)

- Degree in Building Technology / Construction Management / Civil or Structural Engineering
- Minimum 7 years' working experience in a general building contractor
- Familiar with costing, contract, regulations and building operations (site)
- Proficiency in PC applications including AutoCAD and M.S. Project
- Knowledge of P3 & P6 Programming is an advantage
- Fluency in Chinese and English
- To be stationed on site if required
- Candidates with less experience will be considered for the post of Project Co-ordinator or Assistant Project Co-ordinator

**PLANT ENGINEER** (Ref.: 235SCMP/HLD10/PE-S)

- Degree in Mechanical Engineering
- Knowledge of construction plant and machinery with minimum 2 years at supervisory level
- Good command of English and Chinese
- Proficiency in PC applications
- Hands-on skill on AutoCAD is a must

Attractive salary and fringe benefits will be offered to the successful candidates. Please apply with full resume by mail to Human Resources Department, Henderson Land Development Co. Ltd., 71/F, Two International Finance Centre, 8 Finance Street, Central, Hong Kong or by fax at 2905 1855 or by e-mail to [humanresources@hld.com](mailto:humanresources@hld.com) or visit our homepage at <http://www.hld.com> (Please quote the ref. no. on letter)

Personal data provided by job applicants will be used for recruitment purpose only.

**WMKY** 雲麥郭楊  
architects & engineers LTD.

**TCP Grade 3**  
**Structural Engineering (Full Time)**

Candidates shall be professionally qualified to BD's requirement on Technical Competent Person Grade 3 in RSE stream with at least 3-year experience on full-time supervision on building contracts.

Applicants please send CV & salary exp. To **WMKY LTD., Room 3308, 33/F., Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong** or e-mail to [account@wmky.com.hk](mailto:account@wmky.com.hk)

Personal data collected will be used for recruitment purposes only.

**HOLEY YOUNG LTD.**

Architects, Project Managers, Interior Design Consultants

**urgently require:**

**CAD Draftsmen / Architectural Technicians**

- 2 years working experience.
- Must be good in Autocad.
- Work in HK, good salary, no weekend working.
- State expected salary.

Email CV to [holey@netvigato.com](mailto:holey@netvigato.com).  
Att **Phill Holey**

(Data collected will be used for recruitment purposes only)



THE HONG KONG  
INSTITUTION OF ENGINEERS  
香港工程師學會

**Manager – Corporate Communications**

**Duties:**

- To develop and execute publications, public and media relations strategies as well as plans to meet the Institution objectives and directions
- To manage various Institution's publications, PR programmes, press events and preparation of quality press and promotional materials
- To supervise staff in the Corporate Communications Section to ensure efficient and effective delivery of services
- To manage budgets and financial planning of events and programmes
- To act as the secretary to respective committees of the Institution

**Requirements:**

- Degree holder in Communications/Public Relations/Marketing or relevant disciplines
- At least 7 years of relevant experience, of which at least 4 years at managerial or supervisory level
- Good media network
- Attentive to detail and strong project management skills
- Excellent organisation and communication skills and ability to handle multiple projects simultaneously
- Strong strategic and analytical thinking
- Mature and independent, meticulous and able to work under pressure
- Excellent command of spoken/written English and Chinese (Proficiency in Putonghua is a must)

Please apply in confidence with full career details and salary expectation to the **Chief Executive and Secretary, The Hong Kong Institution of Engineers, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong**, or email to [hr@hkie.org.hk](mailto:hr@hkie.org.hk). Applicants should indicate clearly on the envelope and in the letter for the post they are applying.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. Only shortlisted candidates will be notified. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.



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LEISURE AND CULTURAL  
SERVICES DEPARTMENT

(i) **Land Surveyor**  
(Non-Civil Service Vacancy)  
Salary: HK\$ 42,835 per month

(ii) **Senior Survey Officer**  
(Non-Civil Service Vacancy)  
Salary: HK\$ 27,495 per month

(iii) **Chainman**  
(Non-Civil Service Vacancy)  
Salary: HK\$ 14,115 per month

Closing Date for Application: 23 November 2015

Tel. Enquiry: 2655 0804

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

**KONWALL CONSTRUCTION & ENGINEERING CO LTD**  
is now recruiting

**1) Project Manager (AS)**

- Degree in Structural / Civil / Geotechnical Engineering
- AS of RSC(F) & (SF)
- Min. 3 years full time site supervision exp and 2 years project management experience (Foundation / Civil Engineering / Building works)
- Good understanding of Building Ordinance, BD & GEO's control mechanism in design & supervision of Foundation / Civil Engineering / Building works
- Design experience in Foundation & ELS works is an advantage
- Fluent in spoken/written English & Cantonese

**2) Assistant Project Manager (T4)**

- Degree in Structural / Civil / Geotechnical Engineering
- Min. 2 years full time site supervision experience (Foundation / Civil Engineering / Building works) & 2 years project management experience
- Higher Diploma in Structural / Civil / Geotechnical Engineering
- Min. 3 years full time site supervision experience (Foundation / Civil Engineering / Building works) & 2 years project management experience
- Design experience in Foundation & ELS works is an advantage
- Fluent in spoken/written English & Cantonese

**3) Site Engineer (T2)**

- Degree in Structural / Civil / Geotechnical Engineering + min. 2 years full time site supervision experience (Foundation / Civil Engineering / Building works)
- Higher Diploma in Structural / Civil / Geotechnical Engineering + min. 3 years full time site supervision experience (Foundation / Civil Engineering / Building works)
- Fluent in spoken/written English & Cantonese

Interested parties please apply with full resume, expected salary and contact telephone number to [hr@konwall.com.hk](mailto:hr@konwall.com.hk) or Unit 1003, K. Wah Centre, 191 Java Road, North Point, HK. Attn: **Ms P. Ma**



HEADLAND DEVELOPMENTS LIMITED

Headland Developments Limited is a property development company, providing real estate development and management services. We are also developing quality residential and retail properties in Hong Kong, Macau and China and cordially invite high caliber professionals to join our team:

**Senior Project Manager / Project Manager / Assistant Project Manager (Macau / HK)**

**ROLES AND RESPONSIBILITIES**

- P/L responsibility for each project
- Liaison with internal asset management / fund management staff
- Control and co-ordinate project(s) from acquisition to completion
- Selection, negotiation and appointment of consultants and contractors and suppliers
- Manage project staff/team and mentor junior staff
- Control and manage site operations to achieve high quality /safety / environmental standards

**QUALIFICATION AND EXPERIENCE**

- BSc - Building, Architecture, Engineering - RIBA / HKIA / MCIQB / MHKIE
- Min 15 years of relevant experience in property development, new build, A&A, building repositioning
- Knowledge and understanding of full project development process essential
- Fluent in English and Chinese, both spoken and written
- Strong leadership and management skills
- Previous property developer experience preferred

Lesser experienced applicants will also be considered for the post of Assistant Project Manager / Senior Project Coordinator

Applicants must possess the appropriate experience and qualifications.  
Please send your application with a detailed Curriculum Vitae to email: [Hayman.Chong@headlanddev.com](mailto:Hayman.Chong@headlanddev.com)

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




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Property and Construction

Coming soon in a must-read special report




This report examines employment and investment trends in China and highlights other recruitment hotspots in Asia.

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- HR headhunt:** The rise of China's commercial market has heightened demand in for solid operators and asset managers
- Eye on opportunity:** What's happening in other Asia property hotspots including Hong Kong, Singapore and Malaysia

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South China Morning Post



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PROPERTY & CONSTRUCTION



**RESIDENT SITE STAFF**  
We are looking for the following site staffs for an offices-cum vehicle depot (ArchSD project) at West Kowloon Reclamation Area.

**(A) RESIDENT STRUCTURAL ENGINEER (RSE)**

- Corporate member of a professional institution recognized for corporate membership of The Hong Kong Institution of Engineers (Civil or Structural Engineering Discipline) elected after 5th December 1975. For holders of qualification in the field of Civil Engineering discipline, appropriate experience in structural engineering design and practice is required.
- Minimum 3 years of post-qualification experience in the field of building works.
- 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 (HKDSE) Examination, or equivalent.

Tentative employment for the above position (A) is to commence in end of November and early December 2015 for an approx. period of 12 months for piling construction with gratuity payable on satisfactory completion of the employment contract. Subject to satisfactory performance, the employment duration might further be extended for superstructure construction.

**(B) RESIDENT CLERK OF WORKS (RCOW)**

- Diploma or High 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.
- Minimum 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 (HKDSE) Examination, or equivalent.

**(C) RESIDENT BUILDING SERVICES INSPECTOR (RBSI)**

- A Diploma or Higher Certificate in Building Services Engineering or Electrical Engineering or Mechanical Engineering 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.
- Minimum 8 years' relevant experience including 4 years' working experience in the capacity of Assistant Building Services Inspector, or equivalent.
- 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 (HKDSE) Examination, or equivalent.

Tentative employment for the above positions (B) & (C) is to commence in end of November and early December 2015 for an approx. period of 12 months for piling construction with gratuity payable on satisfactory completion of the employment contract. Subject to satisfactory performance, the employment duration might further be extended for an approximate period of 18 months for superstructure construction.

**(D) RESIDENT WORKS SUPERVISOR I (BUILDING) (RWSI(Building))**

- Ordinary 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.
- Minimum 3 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 (HKDSE) Examination, or equivalent.

**(E) RESIDENT WORKS SUPERVISOR I (BUILDING SERVICES) (RWSI(BS))**

- A Certificate in Building Services Engineering or Electrical Engineering or Mechanical Engineering 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, or 5 years' experience as a skilled worker in the field of Building Services Engineering or Electrical Engineering or Mechanical Engineering, or Completed a recognized Technician Apprenticeship in Building Services Engineering or Electrical Engineering or Mechanical Engineering.
- Minimum 3 years' relevant post-qualification experience of site supervision of building services and E&M installations.
- A knowledge of English and Chinese equivalent to Form III standard.

**(F) LABOUR RELATIONS OFFICER (LRO)**

- A combination of FIVE – Level 2 in New Senior Secondary subjects / "Attained" in a maximum of two Applied Learning Subjects / Grade E in Other Language subjects including Chinese Language and English Language at Level 2 and Mathematics at Level 2 in Compulsory or Extended Parts or above in the Hong Kong Diploma of Secondary Education (HKDSE) Examination or equivalent.\*\*
- 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 smart-card system.
- Preferably have completed a post secondary certificate programme on human resources or personnel management.

Tentative employment for the above positions (D), (E) & (F) is to commence in end of November and early December 2015 for an approx. period of 12 months for piling construction with gratuity payable on satisfactory completion of the employment contract. Subject to satisfactory performance, the employment duration might further be extended for an approximate period of 12 months for superstructure construction.

\* 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.

\*\* Attaining five subjects at grade E\* or above in HKCEE (including Chinese, English (Syllabus B) and Mathematics) are accepted administratively.

Interested parties may send your written application with full resume stating working experience, qualifications, present and expected salary and date of availability to:

**P&T Architects and Engineers Ltd.**  
33/F, 633 King's Road, North Point, Hong Kong  
or email address 'personnel@p-t-group.com'  
or fax no. (852) 2838-6072

All data collected would be used for recruitment purpose only.

Looking for high-flyers?  
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**HSIN CHONG**  
An Integrated Property and Construction Group



Founded in 1939, Hsin Chong Construction Group (Stock Code: 0404.HK) is a full-fledged provider of construction, property and related services. Based in Hong Kong and mainland China, the company has over 75-year history of excellence. Our scope of services covers the entire spectrum of building construction, civil engineering, electrical and mechanical engineering, project and construction management, interiors and special projects, property development, railway systems and asset management services. With a number of giant projects successfully awarded including M+ at West Kowloon Cultural District and office complex at Lam Lee Street, we are looking for the high calibre individuals for the following positions to cope with the business expansion of the Group.

**Building Construction**

- Site Management:
  - ✓ Project Director
  - ✓ Senior Project Manager / Project Manager
  - ✓ Construction Manager

- Engineering:
  - ✓ Senior Engineer / Engineer
  - ✓ Electrical Engineer

- Planning:
  - ✓ Planning Manager / Project Planning Manager
  - ✓ Senior Planning Engineer / Planning Engineer / Assistant Planning Engineer

**Others**

- ✓ Senior Quantity Surveyor / Project Quantity Surveyor / Quantity Surveyor / Assistant Quantity Surveyor
- ✓ Safety Manager
- ✓ Senior Safety Officer / Safety Officer / Assistant Safety Officer

**Building Services / BIM**

- ✓ Senior Building Services Engineer / Building Services Engineer / Assistant Building Services Engineer
- ✓ BIM Technical Manager / BIM Coordinator
- ✓ CAD Draftsman

**Civil Engineering**

- Site Management:
  - ✓ Senior Project Manager / Project Manager / Deputy Project Manager
  - ✓ Construction Manager / Assistant Construction Manager

- Engineering:
  - ✓ Senior Engineer / Engineer

**Remunerations**

- Competitive Salary
- Discretionary Bonus
- Education Subsidy
- Examination Leave
- Good Career Advancement

- Medical Benefits
- Overtime Allowance
- Public Holidays
- Traveling Allowance

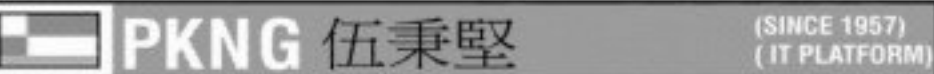
(Benefits are available for designated job positions)

Email: [recruit@hcg.com.hk](mailto:recruit@hcg.com.hk) Recruitment Hotline: 2579 8901 / 2579 8335

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

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**SENIOR INTERIOR DESIGNERS / DESIGN ABILITY  
INTERIOR DESIGNERS / DESIGN ABILITY  
BUILD. SURVEYOR / ASSIST. BUILD. SURVEYOR  
PROJECT ARCHITECTS / ASSIST. ARCHITECTS  
PROJECT MANAGER/PROJECT CO-ORDINATORS  
SENIOR CAD / ACAD OPERATORS**

Please fax your resume to fax no. 25667941 or e-mail to [acpkng@netvigator.com](mailto:acpkng@netvigator.com)  
(Data collected will be used for recruitment purpose only)

**Senior Project Manager /Project Manager/  
Construction Manager  
for Hong Kong and China**

- Good management, leadership and communication skills
- With previous experience with contractor is preferred

Attractive package will be offered. Interested parties please apply with full resume including salary expectation & availability to **Eton Properties Ltd.**,  
20/F Eton Tower, 8 Hysan Avenue, Causeway Bay, HK or by email:  
[clarawong@etonhk.com](mailto:clarawong@etonhk.com).

GENERAL



**(1) Electronics Engineer**  
(Civil Service Vacancy)

**Salary :** Master Pay Scale Point 32 (HK\$59,445 per month) to Master Pay Scale Point 44 (HK\$95,215 per month)

**(2) Assistant Electronics Engineer**  
(Civil Service Vacancy)

**Salary :** Master Pay Scale Point 18 (HK\$31,020 per month) to Master Pay Scale Point 27 (HK\$47,235 per month)

**Closing Date for Application :** 5 November 2015  
**Tel. Enquiry :** 2808 3823

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.



**Hong Fok Land Group**

We are a group company in Central with business mainly in property development and property management. To cope with our business development, we are now seeking for any qualified person to fill the following position:-

**Senior Project Officer - Developer**

**Responsibilities:-**

- Handle new development projects, A&A projects, fitting-out projects and property maintenance works;
- Arrange, supervise and coordinate with contractors for building works, maintenance works and other related building services works;
- Conduct regular site supervision;
- Monitor the progress and quality control of projects;
- Coordinate with relevant parties to ensure all procedures are taken in compliance with statutory requirements.

**Requirements:-**

- Degree holder in Construction/ Building Services/ Electrical and Mechanical engineering or related discipline;
- Relevant professional recognition preferred;
- At least 4 years' working experience in new development construction, A&A works, fitting-out works and property maintenance works;
- Knowledge in relevant Building Regulations and Minor Works Control System;
- Familiar with building services system of residential building;
- Practical experiences in site works/operations is required;
- Able to prepare tender specification and maintenance work quotation; monitor routine building renovation and maintenance works;
- Self-driven, good analytical and problem solving skills;
- Good command of both written and spoken Chinese and English;
- Immediate available is preferred.

An attractive remuneration package will be offered to a successful candidate. Please apply by sending full resume with current and expected salary and also date of availability to **post\_application@yahoo.com**.  
(Personal data collected would be used for recruitment purposes only)

**Dennis Lau & Ng Chun Man  
Architects & Engineers (HK) Ltd**

Applications are invited for the following position for a composite development in Sham Shui Po, Kowloon.

**Assistant Clerk-of-Works** (Ref.:ACOW-K21)

- A higher certificate or higher diploma holder of any recognized body in Construction or Building Studies, or equivalent with total relevant post-qualification works experience of more than 4 years;
- Grade E or above in Chinese and English (Syllabus B) in HKCEE.

Tentative employment for the above post for approx. period of 12 months.

Interested parties should send detailed resume, copies of qualifications, salary expected, recent photo and contact telephone number to :  
46-47 Floor, Tower One, Times Square, Matheson Street, Causeway Bay, Hong Kong. or email: [dl@dln.com.hk](mailto:dl@dln.com.hk) Tel (852) 28956888

**www.dln.com.hk**

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

Classified Post

**Right Supreme Limited**

- (1) Project Manager / Site Agent / Civil Engineer / Foreman
- (2) Land Surveyor / Quantity Surveyor
- (3) Account Clerk / Contractor Labour Officer
- (4) Safety Officer / Environmental Officer

Please send full resume to HR Dept. by e-mail to [nancywonghk@gmail.com](mailto:nancywonghk@gmail.com) or fax to 2412 2155  
(Data collected would be used for recruitment purposes only)

**SCENIC**

Seeking highly motivated professionals to join our growing landscape design studio based in Hong Kong:

Landscape Architect  
Minimum 5 years experience  
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Please apply with full CV to: [scenic@studioscenic.com](mailto:scenic@studioscenic.com) or post: Rm 2004, 299QRC, 299 Queens Rd Central, HK





# EDUCATION POST 教育網

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CHARITY COMPETITION

## Rise to the challenge

MBA teams from the University of Hong Kong, Chinese University, City University, Baptist University, and the University of Science and Technology, have joined the *Post's* 3rd Operation Santa Claus MBA Challenge. The teams will use their business skills to raise as much money as they can in 50 days. The money will be donated to 22 charities which care for the needy.

To launch the challenge, Operation Santa Claus held a seminar for the teams at Swire Properties' blueprint accelerator. Fulvio Riva and Tim Duckworth, co-founders of actiMirror, a smart mirror company, discussed how to create winning business ideas with the teams.



"We will judge the teams on creativity, practicality, and their presentation skills. It's not just about money [raised]," says Hugh Chiverton, head of English programme services for RTHK, a member of the panel of judges.

Each team had to formulate a sound business plan before October 20. Competitors must now put their plans into practice and generate as much profit as possible in 50 days.

The fundraising period runs from mid-November to the end of the year, and presentations are due to be made to the judging panel in January.

 [edpost.hk/mba-charity](http://edpost.hk/mba-charity)

The Challenge sees business skills used to raise funds. Photo: Nora Tam

EMBA RANKINGS

## Second time around

The Kellogg-HKUST (Hong Kong University of Science and Technology) Business School EMBA has held on to the number two position in the 2015 *Financial Times* Executive MBA rankings.

The new champion is the Tsinghua-Insead EMBA, known as the Tiemba, taught on Tsinghua University's Beijing campus, and in France, Singapore, and the United Arab Emirates. It is the first programme containing a mainland business school to take the top position. The previous winner was the Trium Global EMBA, offered in France, Britain, and the US.

For the fourth year in a row, the top five places in the rankings were held by the same five intercontinental MBAs. The Trium Global MBA came in third, while the EMBA-Global Americas and Europe programme offered by Columbia and the London Business School came in fourth. The UCLA-NUS, run in the US and Singapore by UCLA Anderson and the National University of Singapore, was fifth.

The Kellogg-HKUST EMBA held the top position for the highest average salary earned by alumni, at more than US\$408,000, compared to US\$324,000 for the Tiemba, the runner-up.

Kellogg-HKUST meanwhile took second place for work experience, behind the Trium Global EMBA.

[edpost.hk/emba-rankings](http://edpost.hk/emba-rankings) 

2015	2014	School name
1	3	Tsinghua University/Insead
2	2	Kellogg/HKUST Business School
3	1	Trium: HEC Paris/LSE/New York University: Stern
4	5	Columbia/London Business School
5	4	UCLA: Anderson/National University of Singapore
6	7	Washington University: Olin
7	9	Insead
8	13	IE Business School
9	21	University of Oxford: Saïd
10=	8	Nanyang Business School
10=	17	Shanghai Jiao Tong University: Antai

Source: FT

HONORARY FELLOWSHIPS

## Jolly good fellows

Hong Kong Polytechnic University (PolyU) has conferred the honorary title of University Fellowship on six people in recognition of their contributions to the university and the community. The presentations took place on October 20 at the Jockey Club Auditorium on the PolyU campus, presided over by Marjorie Yang Mun-tak, chairman of the University Council.

Recipients included Billy Lam Chung-lun, the former CEO of the Airport Authority and a Court Member of PolyU, and professor James Lau Chi-wang, chairman of James Lau & Associates and Fong On Construction.



Dr Joseph Lee Chung-tak, chairman of the Wofoo Foundation, was also honoured. In 2013, Lee made a donation through the foundation in support of PolyU's Mainland Experience Scheme and the development of holistic education for students.

Laurence Li Lu-jen, Irons Sze, and internationally acclaimed violinist Yao Jue also received the title. Yao served as the university's artist-in-residence in 2014/2015, when she coached PolyU students and staff in performing techniques.

 [edpost.hk/university-fellowship](http://edpost.hk/university-fellowship)

Recipients of Polytechnic University's honorary fellowship. Photo: PolyU

OPINION

## Going undercover



### "It's a sensible business decision for reinventing an ageing brand"

VINCENT LI, CUHK EMBA GRADUATE AND CEO OF A JV

Playboy, the brand famously associated with female nudity and sexy bunnies, recently announced that its magazine will stop featuring nude pictures of women from 2016. It certainly seems counter-intuitive to most people for the publication to cover up. But it's proving a sensible business decision for reinventing an ageing and increasingly irrelevant brand. Who would want to pay for pictures of nude women when nudity is available for free on the internet?

Playboy's circulation has dropped from 5.6 million in the 1970s to 800,000. The company now makes most of its money from licensing the brand to sell various product categories, including fashion and jewellery. About 40 per cent of merchandising income is generated from China, where the magazine is not for sale.

The no-nudes policy is an example of disruptive thinking that advertising insiders are already applauding as "genius". *Vincent Li*

[edpost.hk/counter-intuitive](http://edpost.hk/counter-intuitive) 

## The race is off



### "There is no evidence of a link between fertility and racial bias"

MEGAN E. DOHERTY, WRITER

A 2009 study in *Psychological Science* made headlines by linking a woman's menstrual cycle with a tendency to exhibit racial bias. The idea was that when white women are more fertile, they're also more racist, particularly those who have stronger implicit stereotypes about black and white men.

But new research at the University of Illinois, the University of Virginia, and the Center for Open Science in the US, casts doubt on the link, saying there is no evidence for an association between fertility and racial bias. The follow-up study included 2,226 white women recruited through Project Implicit, a virtual laboratory for investigating "thoughts and feelings outside of conscious awareness and control".

The researchers stress that their failure to find evidence for the link is not a guarantee that it does not exist. They say their work underscores the need to refine the theory. *Megan E. Doherty*

[edpost.hk/racial-bias](http://edpost.hk/racial-bias) 

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**香港浸信會醫院**  
Hong Kong Baptist Hospital

## Chief Executive Officer

**PURPOSE OF THE POSITION:**

This position is responsible for leading and directing the organization towards the direction according to the hospital mission derived from the vision of the Baptist Convention and the governance from the Board of Directors.

**REPORTING RELATIONSHIP:**

The CEO reports directly to the Board of Directors and is responsible for the strategic leadership of the organization to ensure its future relevance, credibility, and sustainability. The incumbent is responsible for advising the Board of Directors the strategic directions and establishing organizational objectives and priorities, and ensuring the hospital is moving towards and achieving the goals.

**ROLES & RESPONSIBILITIES:**

1. Works directly with the Board of Directors to develop organizational policies in support of the organization's mission. As the leader of the senior management team, the incumbent guides the development of strategic and operational plans for management.
2. Manages sustainable relationship with various stakeholders including Hospital Authority, Government departments, industry leaders and community leaders.
3. Provides the organization with the vision and leadership to carry out its mission.
4. Leads staff to focus on its mission and vision and balances organizational priorities through inclusive strategic planning and management.
5. Seeks out opportunities to improve organizational effectiveness.
6. Guides and integrates the department heads' efforts to realign all business processes and reinforce organizational structure to ensure the effective implementation of major programs and initiatives based on agreed objectives.
7. Performs other duties related to the qualifications and requirements of the job.

**REQUIREMENTS:**

1. Tertiary education with a medical degree registrable in Hong Kong.
2. Proven track record of 15 years of relevant working experience in the health care industry with at least 10 years of hospital management experience at the senior level.
3. Thorough understanding of the health care industry in Hong Kong.
4. Strong competencies in leadership, communication, decision making and organization awareness.
5. Excellent command in written and spoken English and Cantonese.

Attractive remuneration package will be offered for the right candidate. Please send the CV to the **Senior Manager (HR), Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon, by email to [cindyslehan@hkbh.org.hk](mailto:cindyslehan@hkbh.org.hk) or by fax to 2339 5769 on or before 21 January 2016.**

The information provided will only be used for recruitment related purposes. All personal information on unsuccessful candidates will be destroyed within 6 months.



## HONG KONG RED CROSS

*invites applications for the post of:*

### Head of Health and Care Service

The incumbent is a member of the Agency's senior management team and responsible for heading the Health and Care Service Department with service focus to provide quality first aid and health training, and promote community awareness and empowerment in the protection of life.

**Key Responsibilities:**

- To steer formulation of Department's service strategies in first aid, health and community health training and education in line with the Agency's 5-year strategy
- To lead, supervise and monitor all service operations, strategic development and management functions of the Health and Care Service Department
- To develop and manage the staff and volunteers' capacities to assure quality, efficiency and continuous improvement in service delivery
- To keep track of the latest trend in local and global context, analyze and develop in the relevant fields. To explore potentials for new service initiatives and improvement to meet emerging service needs, community expectations and to achieve Agency's mission
- To be responsible for business planning, financial management and prudent use of resources of the Department, including exploring relevant fund applications
- To represent the Agency in relevant external occasions that would contribute to the development of a positive public image of the Department's services
- To maintain close collaboration with other departments within the Agency

**Requirements:**

- Degree holder with first aid or health profession is preferable
- Minimum 10 years' work experience including 5 years' supervision experience. Previous experience in humanitarian sector is a definite advantage
- Demonstrated competency in leading and driving for service improvement and development
- Good strategic sense and ability to translate goals into comprehensive action plans
- Sound general management capabilities including financial management, staff supervision, committee work, etc.
- Excellent teamwork, interpersonal and communication skills with people of different cultural and professional background

Please send application together with full curriculum vitae, **must** include expected salary to the **Deputy Secretary General (Services), Hong Kong Red Cross Headquarters, at 19 Hoi Ting Road, West Kowloon, Hong Kong, or through email to [hr@redcross.org.hk](mailto:hr@redcross.org.hk) on or before 7 November 2015.**

Personal data provided by job applicants will be used strictly in accordance with Agency's data protection policy or recruitment purposes only. Applicants not contacted within 4 weeks may consider their application unsuccessful and all related information will be kept on our files up to period of 6 months.



## THE CONFERENCE BOARD

Trusted Insights for Business Worldwide

### The Conference Board Business Development Director – Greater China

The Conference Board ([www.conference-board.org](http://www.conference-board.org)) is the world's preeminent business membership and research organization. We produce thought leadership and definitive facts and metrics on critical business issues across three practice areas: Economy and Business Environment, Human Capital, and Corporate Leadership. Our mission is to help our members – Fortune 500 multinationals and leading regional companies – to develop their business and their people and better serve society. We are unique for being entirely independent and non-partisan, with a longevity which means our work carries unparalleled credibility and is highly prized by companies and their senior executives around the world.

We are now seeking a seasoned business development director who can grow our membership base, manage existing accounts and engage our members at the most senior level, and build awareness for The Conference Board brand and programs in Greater China.

Qualified candidates will be able to demonstrate a track record of success in senior-level sales and business development, customer relationship development and account management in a related field. A solid working knowledge of the Greater China business environment and a robust network of relationships throughout the business community will be essential.

Excellent English language skills are a must. Spoken Mandarin language capability is a plus.

This position is based in our Hong Kong office, although candidates based in Shanghai may also be considered. Compensation is competitive, comprising base and commission-based components, and calibrated for experience and seniority.

Please apply with your CV, date of availability and salary expectations to [aphr@conference-board.org](mailto:aphr@conference-board.org). Previous applicants need not re-apply.

## Financial Planning & Analysis Manager

INDUSTRY LEADER • GROWING ORGANIZATION • GREAT CULTURE

Our client is a well-established, industry leading manufacturer of polyester fibers and fabrics. Their products have applications across multiple industries, and their clients include many well-known international brands. The company has been established for several decades and continues to grow and expand. With customers throughout Asia, Europe and the Americas, exciting times continue to be ahead.

Reporting to the CFO, you will be responsible for working closely with management and various stakeholders in the company to drive the growth of the business. You will manage a full spectrum of planning and analysis work for the entire business. Your responsibilities include, but are not limited to, preparing budgets and forecasts, management reporting, performing analyses of varying complexities, business partnering closely with the sales and operations team, and supporting in other ad hoc projects.

The successful candidate will have more than 10 years of finance experience, with at least 5 years in financial planning/analysis/cost accounting. Prior working experience with manufacturing companies is preferred. A university degree in a related discipline is required, and preferably with CPA or CFA qualification. You need to be a strong communicator with fluency in both spoken and written English and Chinese (including Mandarin). A high level of proficiency in Microsoft Excel is a must, and prior experience using SAP/Hyperion is preferred.

To apply for this position, visit [www.michaelpage.com.hk](http://www.michaelpage.com.hk) and search for job title (ref: 3008860) or call Jimmy Heng on (+852) 2258 3545 for further details.



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## OXFORD UNIVERSITY PRESS

### Human Resources Business Partner

Based in Hong Kong, this position reports into the Regional Human Resources Business Partner, Asia Education and the General Manager, Hong Kong. The role will act as a HR business partner to the Hong Kong office to support the business growth while ensuring Group and Regional HR guidelines are followed.

Leading a small team, the incumbent will be responsible for the full spectrum of HR operations in Hong Kong, such as managing employee lifecycle, managing annual performance management and salary review cycle, developing talent strategy including learning & development initiatives. Below are some deliverables:-

- Partner with senior management and managers to understand their business directions and talent needs. Derive appropriate HR strategies to meet these needs.
- Involve in manpower planning discussions and provide HR advices to the management. Materialising the manpower plan and raising the bar.
- Operate the HR function according to the Global, Regional and local HR policies and processes. Actively work with the Regional office to update these policies and processes in response to legal requirements, market practices and effectiveness.
- Develop healthy relationships with staff at all levels. Cultivate an open discussion environment within the organization. Moderate grievances and dispute among the organization. Provide support and advice to the management in disciplinary procedures when necessary.
- Manage HRIS and provide meaningful analysis to management. Responsible for launching, communicating and training for new system functions.

**About You**

The successful candidate will have significant experience in HR business partnering and HR operations gained from multi-national organizations and a track record of leading and managing a small team.

**You should also be able to clearly demonstrate:**

- Ability to build good working relationships with senior managers and to influence and challenge constructively;
- Strong organisation skills with the ability to deal with conflicting priorities;
- Good team work and ability to cope with ambiguity and demonstrates resilience;
- Excellent communication skills, with high standard of written and spoken English; and
- Experience in HRIS implementation.

Candidate with less experience will be considered as Human Resources Executive.

We offer a competitive salary, a 5-day work week and excellent benefits and opportunities for career development. Applications, including curriculum vitae and expected salary, should be email to [hr.hk@oup.com](mailto:hr.hk@oup.com).



The Heung Yee Kuk, New Territories is a statutory advisory organization founded in 1926. Established under the Heung Yee Kuk Ordinance, it comprises representatives of each rural committee and serves as an important advisory body to the Government on New Territories Affairs. The Secretariat of the Heung Yee Kuk is now looking for top-tier candidates to join.

## Secretary General

**Duties & Responsibilities:**

- Provide a full range of executive and secretarial support to Heung Yee Kuk Chairman and Members
- Plan and coordinate with related internal and external parties including government officials for appointments, meetings, invitations, events and visits etc
- Handle sensitive and confidential matters in a professional manner
- Create content for and maintain the organization's website and social media channels
- Prepare publicity materials
- Lead the Secretariat so as to continue to provide high quality and professional services

**Requirements:**

- Degree holder with at least 5 years' working experience in supervisory level
- Familiar with public affairs and social, political and environmental issues
- Able to build or enhance network with various stakeholders
- Strong events and projects management skills
- Able to translate ideas into action with passion and dedication
- Excellent computer skills, e.g. MS Office and Chinese Word Processing
- Proficient in written and spoken Chinese, English and Mandarin
- Flexible and able to work under tight schedules

Candidates with less experience will be considered for Assistant Secretary.

## Senior Accounting Officer

**Duties & Responsibilities:**

- Handle full set of accounts, book-keeping, data input and filing
- Handle daily payment and receipt transaction
- Administration work and other ad-hoc matters

**Requirements:**

- Higher Diploma in LCC & I in Accountancy or related discipline with 3 years relevant working experience
- Experience in handle full set of account is a MUST
- Good accounting software knowledge
- Excellent computer skills, e.g. MS Office and Chinese Word Processing
- Good command of written and spoken Chinese, English and Mandarin

**Remuneration:**

We offer a 5.5 day work week and remuneration package to qualified talents whose competency, experience and knowledge match our requirements.

Interested applicants please submit cover letter and full resume with present and expected salary, available date and contact number to [hyk.recruit@gmail.com](mailto:hyk.recruit@gmail.com) (Please indicate clearly in the form the post applied for)

**Application closing date : 31 October 2015**

(Applicants who are not invited within 2 months may consider their applications unsuccessful. All information provided by applicants will be treated in strict confidence and used only for recruitment)



YOUR CAREER

# Disparity dilemmas

Are colossal CEO salaries costing companies customers?

FEATURE

The upward march of chief executive salaries is a sore point in the debate over rising income inequality in America. Forty years ago, chief executives at large companies earned about 20 times the average worker's salary. In the 1990s, the pay gap widened to 10 times that size. Economists such as Paul Krugman have argued that this happened in part because social norms changed. Multi-million-dollar salaries began to seem, well, less unseemly.

But surveys show that the perceptions of average Americans are stuck in the past. Most still think the chief executive pay ratio at large national corporations is around 30 to 1, when it is really closer to 300 to 1. The misunderstandings will soon fade; in August, the Securities and Exchange Commission ordered companies to begin reporting their chief executive pay ratios by 2017.

When that information begins to circulate widely, companies may find themselves running afoul of the old-fashioned norms on Main Street – and losing customers as a result. Recent evidence from researchers at Harvard Business School suggests that customers punish companies that offer lavish chief executive salaries.

In a series of experiments, Bhavya Mohan, Michael Norton and Rohit Deshpandé showed that Americans are deeply concerned about chief executive compensation – enough that they will pay up to 50 per cent more on average to avoid businesses with egregious chief executive pay gaps.

"We do really see that people have a stronger preference for products from companies that pay fair wages," says Norton, a professor at Harvard Business School.

All this is something of a surprising result. A large pay ratio doesn't necessarily mean that companies are stiffing their rank-and-file employees. Companies that can afford rock-star executive pay packages might even be seen as particularly competent. High chief executive pay could signal that a company offers high-quality goods. (By the same reasoning, customers sometimes shun non-profit organisations, which they perceive to be well-meaning but inferior.)

The question here is whether outrage over inequality is enough to change people's minds at the checkout counter.

In one set of surveys, the researchers showed people pictures of towels from a national retailer where the median worker earned US\$22,400 a year. They told half the people that the chief executive made US\$24 million. They told the other half that the CEO made US\$112,000.

These were carefully chosen ratios, Nor-



**People have a stronger preference for goods from companies that pay fair wages**

MICHAEL NORTON, PROFESSOR, HARVARD BUSINESS SCHOOL

ton says. Wal-Mart's chief executive pay ratio is said to be about 1,000 to 1, while most Americans say the ideal chief executive pay ratio is around 7 to 1.

The subjects were asked what they would be willing to pay for the towels. People who thought the chief executive was making US\$112,000 quoted a price that was 15 per cent higher on average than people who thought the chief executive was making US\$24 million.

In another, starker experiment, the researchers asked only if subjects would be willing to buy the towels given a certain price. Those who thought they were buying from a company with a high pay ratio were particularly unwilling to buy the towels, even at a discount. The researchers found that a company with a 1,000:1 chief executive pay ratio would have to slash its prices in half to keep up with a company that had a 5:1 ratio.

The researchers saw similar results with lamps, vacuum cleaners, books and televisions. Perceptions of quality did not seem to

have anything to do with how people behaved. Their choices were motivated by a personal sense of fairness.

Of course, people tend to show more moral gumption in surveys than they do in real life. In part, this is because we are dealing with hypothetical situations. But also, people don't usually ponder issues of inequality while they are buying their groceries.

Most people have no clue how much chief executives are paid compared with average workers. Corporate America has fought hard to keep them in the dark. Corporate lobbyists complained that it would be too expensive for companies to review the pay stubs of all their employees.

But at least the preliminary evidence from Mohan, Norton and Deshpandé shows that, given adequate information, Americans consumers will reward lower pay ratios. They constitute a market force of their own, and they have the power to demand a return to humbler salaries for chief executives.

Washington Post

Illustration: Thinkstock

CAREER GUIDE

## Pay isn't everything

Salary is an important element when considering joining a potential employer, but it should not be the only factor. We all work to get paid, but knowing how much you are worth and also what the market pay is for your level and industry is important.

When changing jobs, many candidates feel that they should be able to negotiate a salary which is substantially higher than their current pay. If you take this approach, however, you risk pricing yourself out of the market and the prospective employer turning to other candidates.

There are some prestigious and sizeable listed companies which feel that they can offer a lower-than-market salary because of the demand for work opportunities with highly reputable brands. Joining a reputable company will help you in your career, but it should not be necessary to take a pay cut.

When negotiating salary, we advise candidates to consider a range of factors including long-term career prospects, the scope of responsibilities, and the stability and financial performance of the company. Although pay is important, these other factors can help you progress in your career while providing a secure and happy working environment.

If the salary offered for the position is lower than your expectation, you can negotiate for other terms to be included, such as a sign-on bonus or incentive-based bonus. Anyone changing jobs



**Expecting a large increase in pay ... may send negative signals**

should negotiate a reasonable salary increment, but expecting a large, unreasonable increase in pay while neglecting what the potential role can offer in terms of prospects, exposure and long-term career development is not wise, as this may send negative signals to the new employer.

Fiona Yung is the executive director at Tricor Executive Resources

CAREER TRACKER

Send your latest appointments to [careertracker@classifiedpost.com](mailto:careertracker@classifiedpost.com)



**Charles Chan**  
PwC  
Chan has been appointed a partner in PwC's tax services based in Shenzhen. He specialises in transfer pricing and provides professional TP dispute resolution support and consulting services. He is a certified public accountant and tax agent in Hong Kong, with a master's degree in law and a double bachelor's degree in accounting and law. He was previously a director in tax.



**Tara Knobel**  
Alexander Mann  
Knobel has been appointed APAC director of solution design for Alexander Mann Solutions. She will be working with clients to design workforce solutions to support their talent acquisition needs. Knobel has held several roles in the company and previously held positions at blue chip organisations such as Prudential, Fairfax and BHP. She has a bachelor of laws and bachelor of international business.



**Sunil Daswani**  
Northern Trust  
Daswani has been appointed to the newly created role of head of international securities lending across Europe, Middle East, Africa and Asia-Pacific at Northern Trust. He joined the company in 2002 and has held a number of roles in London and Hong Kong. "We are pleased to appoint Sunil to oversee the expansion of our business offering," said Andy Clayton, global head of securities lending.

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CAREER DOCTOR

## Am I letting people down if I leave?

I have been on a fast-track management programme since I joined my company and I'm now nearing the end of the scheduled three years. My progress has been very good and I expect a decent title and pay bump in a few months' time. The problem is that I feel I've already fallen out of love with this industry (finance) and have been looking for other options. I would feel really bad leaving as my company, my mentors



and my colleagues have poured a lot of effort into training me up and I feel I owe them to some extent. But should I be focusing on my own wishes instead? *Feeling ungrateful*

This is a really common dilemma for those who have gone through management trainee (MT) programmes.

Firstly, getting into a high-profile MT programme is always a positive reflection on your ability and calibre, as typically only the best get in. These are also some of the toughest years of your career. Typically this is the first time you have entered the workforce, and as most programmes have a rotational element, you feel like you have covered various areas, yet are still not an expert in any.

Most organisations rate the graduates of three-year MT programmes

as "high potential". Supposedly your career track will be smoother, with more opportunities than other staff members – more career options, more training opportunities, greater exposure to top management, accelerated career path and salary level, etc. Therefore, you need to first of all be prepared that you may no longer enjoy these opportunities and have to start all over again. You need to ask yourself if you are ready to give all this up.

Also, are you sure the grass is greener on the other side? We know that the younger generation likes new challenges and also change, however, this "new" also typically comes at a cost to your earnings and progression.

However, if you feel bad only because you feel that you owe your mentors, colleagues or company, you may be a bit over-worried. Indeed, in dynamic markets like Hong Kong, opportunities at all levels exist and there are always no absolute right or wrong answers in making a move. This

is about your stage of life, career aspiration and timing. While your supervisors and colleagues will be sad to see you go, as long as you have carefully considered the career opportunities and rationale to support your move, they will still respect your decision.

From what you said, it seems that you may no longer be passionate about the finance industry. This is a very important consideration! However, this needs to be compared against what you are planning to get into from here and whether it is realistic.

There is no doubt that it is easier to switch industries when you are still young, and there will be fewer chances to make the switch if you are more experienced. Therefore, if you confirm that you want to get out of the finance industry as soon as possible, it is better to do it now rather than later, if there are such opportunities.

After all, I believe that career options are always personal ones and

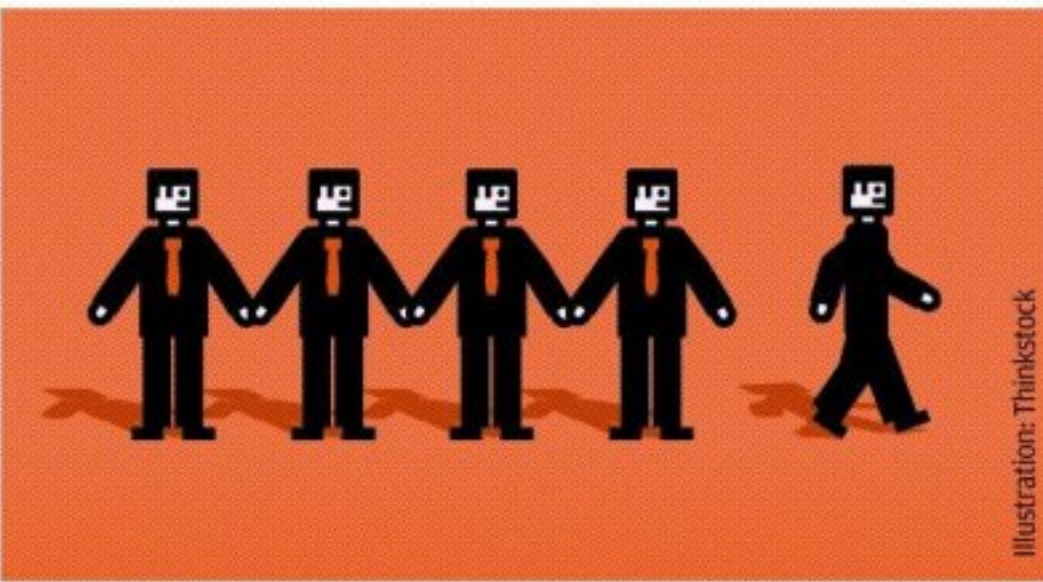


Illustration: Thinkstock

hence, your consideration factors should also be centred on you. Of course the organisation, culture and the people are also important. However, you should also think about what factors you value the most and how they will affect your own personal development – not how they will think about you.

You need to be objective and pragmatic sometimes instead of being too emotional, as you are always the one who will benefit or suffer from your career decision.

My last piece of advice is to part ways positively and keep the relationships you have built up. Do not burn any bridges. The people you have worked for on your MT programme will most likely also be your referees in the future.

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



**AECOM**

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.

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

Interested candidates, please send CV with expected salary to [szu002@biznetvigator.com](mailto:szu002@biznetvigator.com)  
**Top Always (HK) Investments Ltd.**

**Qualification**  
 HD or above in related disciplines  
 1 yr relevant working experience will be advantage, fresh graduate will also be considered  
 Experience in using Microsoft Office, AutoCAD or SolidWorks, PLC Systems will be advantage  
 Good command of written & spoken English, Cantonese & Mandarin

**Responsibilities**  
 Based in Hong Kong but travel & temporary station in China & Overseas  
 • Engage into project team for project management, site supervision, develop manufacturing facility, layout, mechanical, electrical, control, combustion and related equipment  
 • Applicants must be initiative, independent & responsible

Interested parties please send full resume with expected salary to [adm@fumaneng.com.hk](mailto:adm@fumaneng.com.hk) or fax to +852 2515-1336 for an interview

 **Classified Post**

 **Classified Post**

We offer attractive remuneration packages commensurate with experience and qualifications. If you are interested in this career opportunity, please send your detailed resume with present and expected salary and quote the reference no. to [recruit\\_head@hcg.com.hk](mailto:recruit_head@hcg.com.hk).

LinkedIn


(Personal data collected will be used for recruitment purposes only)

**AECOM**

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.



## ENGINEERING & TECHNOLOGY



**Environment Protection Department**  
**Contract No. EP/SP/61/10**  
**Organic Waste Treatment Facilities Phase 1**

**AECOM Asia Co. Ltd.** invites applications for a range of Resident Site Staff position(s) for contract administration of the Contract No. EP/SP/61/10 - Organic Waste Treatment Facilities Phase 1. The contract is to design, construct and operate an organic waste treatment facility with a capacity of about 200 tonnes per day at Siu Ho Wan, North Lantau. The facility is to convert source-separated food waste into compost and biogas through proven biological treatment technologies.

**SENIOR RESIDENT ENGINEER (E&M)** Ref. No: SRE(E&M)/9048/WUD

- Candidates should be Corporate Members of the Hong Kong Institution of Engineers in an appropriate discipline and elected after 5 December 1975 or equivalent; and have at least 5 years relevant post-professional qualification experience.

**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 when required.

Confidential applications with full resume, availability, contact numbers and salary expected should be sent by **30 October 2015** to the **Human Resources Dept., AECOM, 7/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.

## GOVERNMENT



**HONG KONG MONETARY AUTHORITY**

The Hong Kong Monetary Authority 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 position:

**Analyst Programmer**

**Key Responsibilities**

- Participate in the development, maintenance and support of Human Resource Management System and in-house applications
- Provide first level support and troubleshooting of in-house systems
- Resolve application functionality related issues
- Assist in collecting user requirements and functional specifications
- Perform and co-ordinate user acceptance test for application systems
- Administrate Microsoft Windows and UNIX servers

**Requirements**

- University degree in information technology or related disciplines
- At least one year's post-graduation experience in programmer role on application system development and support
- Solid programming experience in PeopleSoft HCM, PeopleSoft Application Designer, Oracle database and XML
- Experience in PHP, VB.NET and MSSQL
- Hands-on experience in administrating Windows, Solaris and SQL servers 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: **7 November 2015**.

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the position.



**地產代理監管局**  
**ESTATE AGENTS AUTHORITY**

The Estate Agents Authority (EAA) is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

**OFFICER (Operations)**

**Key Responsibilities**

The incumbent will be posted to the Complaints Section of the Operations Division to:

- Perform frontline duties in complaints handling, including fact-finding, conducting interviews and statement-taking
- Write up investigation reports
- Handle public / trade enquiries

**Requirements**

- A recognized university degree
- Minimum 2 years' working experience
- Good analytical and communication skills, be able to handle cases independently and a team player
- Good command of Chinese and English with experience in report writing
- (Attained Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSE, or equivalent)
- Experience in handling members of the public preferred

**Terms of Appointment**

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

*The appointee may be subject to job rotation to the Enforcement Section of the Operations Division, which involves outdoors work and an irregular work schedule.*

**Application Procedure**

Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Manager (Human Resources & Administration), Estate Agents Authority, 48/F Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or via email at [hr@eaa.org.hk](mailto:hr@eaa.org.hk) not later than **9 November 2015**. Please mark "Private and Confidential" on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

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**Classified Post**

## SOCIAL SERVICES

**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 for Social Workers:** (a) R.S.W. with a recognized degree in Social Work is required. (b) 1 year casework experience with families, women and men is preferred; experience with ethnic minorities, migrants, asylum-seekers and refugees will be a distinct advantage.

**Requirements for Counsellors:** (a) A recognized degree in Counselling/ Psychology/Psychiatry is required. (b) At least 2 years work experience with the most vulnerable and displaced migrants is preferred.

*\*Priority will be given to the hiring of registered social workers and counsellors with backgrounds and work experience in dealing with most vulnerable clients. For successful candidate who require working visa in Hong Kong, ISS-HK will assist in the application.*

**Post (B) Project Assistants (Food /Accommodation Unit)**

**Duties:** Provide practical assistance (food, accommodation, transport and clothing) to eligible service users; constantly monitor the service users' needs and quality of assistance.

**Requirements:** (a) Completed Form 5 or equivalent. (b) Ability to speak, read and write in Chinese, English and any of these languages (Hindi/Urdu/Bahasa Indonesia/ Nepali/Arabic/any African language) is a distinct advantage. (c) Good working knowledge of Hong Kong's community resources and public services.

**Additional Requirements for Project Assistants (Food Unit):** Strong organizational skills, computer literate with background in accounts and data management is preferred.

**Additional Requirements for Project Assistants (Accommodation Unit):** Fluency in written and spoken Chinese is an advantage.

**Post (C) Logistics Assistants**

**Duties:** (a) Provide logistic and administrative support to the office renovation and relocation. (b) Provide support in carrying out day-to-day procurement and materials management activities.

**Requirements:** (a) Completed Form 5 or equivalent. (b) 1 year relevant work experience is preferred. (c) Fluency in written and spoken Chinese and English.

**Post (D) Accounts Clerks**

**Duties:** Assist in handling cash payments and disbursements and perform general bookkeeping and accounting duties.

**Requirements:** (a) Completed Form 5 or equivalent. (b) At least 1 year experience in accounting. (c) Knowledge with LCC elementary level. (d) Computer literate.

**Post (E) Data Entry Clerks (MIS Unit)**

**Duties:** (a) Perform data entry into a database. (b) Check data for accuracy and completeness. (c) Generate statistic and report periodically from database. (d) Maintain written and computerized document files and report preparation as required. (e) Receives and processes confidential information in accordance with established protocols. (f) Resolve minor technical issues and basic PC trouble shooting.

**Requirements:** (a) Completed Form 5 or equivalent. (b) At least 1 year relevant working experience. (c) Advance computer skills in MS Office, especially in MS Excel.

**Post (F) Management Information System Assistant (Programmer/Web-based ERP development)**

**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.

**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 programming, Linux environment and Database systems will be an advantage. (d) Proactive, self-learning, strong problem solving and analytical skills.

**Post (G) Management Information System Assistant (Network and Technical Support)**

**Duties:** (a) Daily operate and maintain organization's networks and Linux servers. (b) Monitor network activities, conduct network optimization and review network security policies. (c) Provide support and training to project staff regarding concerned systems and applications. (d) Conduct operations and maintenance on IT assets. (e) Liaise with local IT service providers/vendors.

**Requirements:** (a) Diploma or above in IT, Computer Science, Information Systems or equivalent, holder of CCNA will be an advantage. (b) At least 2 years work experience in computer networking. (c) Knowledge in Linux and its server environment (Apache, Samba, etc.) is a must. (d) Familiar with LAN and WAN internetworking environment. (e) Proactive, self-learning, strong problem solving and analytical skills.

**Post (H) 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.

**Post (I) 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.

*Other requirements for the post (A) to (I):* 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. **\*\*Post (A) to (I) will be on contract basis.\*\***

**Ambassador Scheme for Ethnic Minorities**

**Post (J) Ambassadors [Full-time/Part-time (0.7 time)] [Contract up to 15/3/2016]**

**Duties:** Conducting the home visits and questionnaires to ethnic minority groups, dealing with enquiries and referrals and establishing the network of support within the districts.

**Requirements:** (a) Form 5 graduate or equivalent. (b) Good working knowledge of Hong Kong's community resources and public services is an advantage. (c) Able to speak English and fluency in one ethnic minority language (Thai/Urdu/Hindi/Nepali language) is a must. (d) Able to work on a rotation shift 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 by email : [ishk@ishk.org](mailto:ishk@ishk.org) or by post at 6/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 31 October 2015.** 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 confidence and used for recruitment purpose only.)*

ISS-HK is an Equal Opportunities Employer

## HOTELS, CATERING & TOURISM



We are a new Hotel soon to be opened in Macau, with a family of 11 brands and more than 4,900 hotels across 100 countries. Opportunities to learn new skills and grow your career. We are now looking for high calibre candidates for the following positions:

**Assistant Executive Housekeeper 客房部副經理**

**Housekeeping Supervisor 客房部主管**

**Assistant Food & Beverage Manager 餐飲部副經理**

**Restaurant Manager 餐廳經理**

**Restaurant Supervisor 餐飲服務主管**

**Chef de Partie 西餐廚師主管**

**Assistant Director of Sales 副銷售總監**

**Sales Manager 銷售經理**

If you interested for the above position, submit your resume to:

如對以上職位有興趣者請遞交個人簡歷至:

[cphr@crowneplazamacau.com](mailto:cphr@crowneplazamacau.com)

For more information please call:

更多信息請致電: (853) 8590 5505



**Methodist Centre**

A Christian multi-disciplinary social service agency is seeking for a high caliber **General Secretary** to lead the organization:

**Requirements:**

- Social Work and relevant Master's Degree
- Registered Social Worker or eligible for HK R.S.W.
- Social service frontline, supervision, management and working with committees experience
- Visionary with proven leadership and management ability
- Resourceful and creative in pioneering new services
- Warm personality and able to lead agency through team approach
- Proficiency in written and spoken Chinese (including Putonghua) and English

**Major Responsibilities:**

- Advising the Board on agency direction, policy formulation and implementation.
- Leading and advancing the agency development.
- Guiding and supervising 7 professional social service divisions.
- Fundraising, financial planning and budgetary control.
- Staff employment, nourishment and development.
- Implementing the social service policies and resolutions of The Methodist Church, Hong Kong and collaborate with its sister agencies.
- Representing the Methodist Centre in liaising with government departments and related organizations.
- Implementing the policies agreed by the Board.

**Salary Scale:** SSWO/CSWO

**Application:**

Please write to the **Head of Social Services Division, The Methodist Church, Hong Kong at 9<sup>th</sup> Floor, the Methodist House, 36 Hennessy Road, Wanchai, Hong Kong before 2 November 2015** with resume and 3 referees. Only suitable applicants will be interviewed.

(Please mark "Application for GS of MC" on the envelope.)



**華人永遠墳場管理委員會**  
The Board of Management of  
The Chinese Permanent Cemeteries  
BE SINCE 1913

服務華人達百載  
行善壯鄉澤萬民

The Board of Management of the Chinese Permanent Cemeteries (BMPCP) was established in 1913 and was turned into a statutory body under the Chinese Permanent Cemeteries Ordinance (Cap. 1112) in 1964. BMPCP provides different kinds of burial lot, niche and ash scattering services for persons of the Chinese race permanently resident in Hong Kong, and is responsible for the operation, management and development of its four Chinese permanent cemeteries which are located at Aberdeen, Tsuen Wan, Chai Wan and Junk Bay.

BMPCP has received the 2014/2015 Good MPF Employer Award granted by the Mandatory Provident Fund Schemes Authority.

**Senior Officer**

Applicants are invited for appointment as Senior Officer of BMPCP.

**Remuneration:**

Salary ranges from \$28,140 to \$35,890 (exclusive of gratuity). The offer will commensurate with the candidate's qualifications and working experience.

**Entry Requirements:**

- Level 2/Grade E or above in 5 subjects including Chinese Language, Mathematics & English Language/English Language (Syllabus B) in the Hong Kong Certificates of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent ("Attained" in Applied Learning subjects is accepted as equivalent to Level 2 in the HKDSEE)
- At least 10 years' working experience in human resources management in non-government organizations/quasi-government organizations preferably with supervisory experience (Candidate with less experience may also be considered if higher education qualification was attained.)
- Good communication, organizational and interpersonal skills
- Good command of written and spoken English and Chinese
- Good knowledge in computer applications
- Able to work under pressure

**Duties:**

The appointee will be deployed to undertake various duties, including:

- administering a functional unit and training & supervising junior officers;
- performing operational duties;
- assisting in managing projects and organizing events and activities;
- providing support service which may involve multi-tasks relating to a combination of functional areas including human resources, general office support, operation support, customer service, finance and accounts.

The initial posting of the appointee will be at the Human Resources Unit of BMPCP. The Human Resources Unit handles all functions of human resources management of BMPCP.

**Terms of Appointment:**

The successful applicant will initially be offered a 1-year contract, after which a contract of a longer term may be considered. Upon satisfactory completion of the full contract period with consistently high standard of performance, the appointee will be granted a gratuity for the period of service. Such gratuity, plus any contribution by the Employer to the MPF scheme in respect of the appointee as required by the MPF Scheme Ordinance, will be equal to 15% of the total basic salary drawn during the contract period.

**How to apply:**

Applicants should submit a completed BMPCP's Job Application Form to the Human Resources Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (The words "Confidential - Application for the post of Senior Officer, BMPCP" should be clearly indicated on the envelope) or e-mail to [hr@bmcp.org.hk](mailto:hr@bmcp.org.hk) or via confidential fax no. 2146 3946 on or before **30 October 2015**. Job application form is available at BMPCP's website <http://www.bmcp.org.hk/about/career/index.html> or is obtainable from the Human Resources Unit at Wu Chung House. Applicants who are not invited for interview 12 weeks after the application deadline may consider their application unsuccessful. For enquiries, please call 3719 7999.

*(All applications will be treated in strict confidence. Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applicants will be destroyed within 24 months after completion of the recruitment exercise.)*

## CORPORATE & LEGAL



**MODERN BEAUTY SALON**  
現代美容中心

**Legal Counsel**

**Responsibilities:**

- Responsible for the full spectrum of legal and compliance matters/functions of the Group, including:
- To draft, review, negotiate and administer legal documents as well as contractual agreements
- To provide all departments with assistance and advice on legal and compliance issues
- To provide legal advisory services on contractual and legal aspects of corporate business and affairs including transaction support, corporate governance, employment related issues and intellectual property matters
- To provide the management with advice on legal risks identification and analysis
- To engage in legal research relating to various business matters
- To handle ad-hoc projects

**Requirements:**

- Hong Kong qualified solicitor with minimum 3 years post-qualification experience as in-house counsel in listed companies
- Good knowledge of Hong Kong and PRC laws and regulations
- Excellent at communicating with different levels of internal and external parties as well as interpersonal skills
- Must be a team player and able to work under pressure
- Fluent spoken and written English and Cantonese, proficiency in Mandarin will be an advantage
- Experience in company secretarial matters will be an advantage
- Immediately available is highly preferred

Interested parties, please send your full resume with availability, current / last & expected salary by email to : [jobs.recruit@modernbeautysalon.com](mailto:jobs.recruit@modernbeautysalon.com)

*(Personal information collected will be kept confidential and used for recruitment purposes only.)*

**Legal Officer**

Justice Centre Hong Kong - a human rights NGO working in the field of refugee rights and modern slavery - is looking for a Legal Officer. For more information, visit [www.justicecentre.org.hk/work-with-us/](http://www.justicecentre.org.hk/work-with-us/) Please e-mail your statement of interest, writing sample and CV to [info@justicecentre.org.hk](mailto:info@justicecentre.org.hk) by 5pm Friday 6 November 2015 with the subject line 'PSCLO.'

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GOVERNMENT

EDUCATION BUREAU  
Non-Civil Service Contract Vacancy

Principal Curriculum Officer (Gifted Education)  
EDB/CDI/201/15

Salary: \$101,620 per month (Gratuity : 15%) (Contract Period : 2.5 Years)

**Duties :** (a) To carry out supervisory, financial management and administrative duties as Head of the Gifted Education Section according to the direction of Gifted Education (GE) laid down by the Curriculum Development Council and/or government policy; (b) To initiate, plan and organise teacher professional development programmes and develop resource packages on GE; (c) To take part in stretching and identifying special talents of students through organising/facilitating local competitions, delegations to international competitions; and to set up effective networks for students, parents, teachers and schools; (d) To advise and collaborate with relevant sections in the Curriculum Development Institute, divisions in the Education Bureau, the Hong Kong Academy for Gifted Education, other government departments, tertiary institutions and organizations on matters related to GE in Hong Kong, including serving on departmental/ interdepartmental/ non-government committees and/ or working groups related to GE; (e) To provide professional support to the Permanent Secretary for Education on all matters relating to GE; and (f) To undertake any other duties assigned.

**Entry Requirements :** (a) A Hong Kong bachelor's degree or equivalent; and a certificate in education from a Hong Kong tertiary educational institution, or equivalent [see Note (ii)]; (b) 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [see Notes (iii) and (iv)]; (c) at least 12 years' relevant post-qualification [as specified in (a)] experience in promoting and leading GE, teaching, research and development, curriculum development and administration [see Note (v)]; and (d) preference will be given to candidates who have a higher degree, or equivalent [see Note (ii)].

Notes :

- (i) The application period for the post of Principal Curriculum Officer (Gifted Education) is from 16 October 2015 (Friday) to 30 October 2015 (Friday).
- (ii) 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 second/ higher degree in a relevant subject) should include details in their applications.
- (iii) The results of the Use of Chinese (UC) and Use of English (UE) papers in the Common Recruitment Examination (CRE) are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE. Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to Level 1 in the UE paper of the CRE. Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test are considered as having met the English language proficiency requirement of the Principal Curriculum Officer (Gifted Education) post. The IELTS test result must be valid on any date during the application period.
- (iv) Candidates without the requisite CRE results as stated in item (b) of the entry requirements but who have met the other entry requirements by the closing date of the application period (i.e. 30 October 2015) may also apply. However, they will only be considered for appointment subject to their enrolment and obtaining the requisite results in the relevant papers in the CRE held on 3 October 2015.
- (v) Candidates should state the nature and relevancy of the post-qualification experience.
- (vi) 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 Curriculum Officer jobs in Education Bureau. Test Result (Degree/ Professional Grades) will constitute an appropriate weighting in a candidate's overall assessment. However, it will not affect his/her eligibility for applying for Curriculum Officer jobs in Education Bureau. As a general principle, the main consideration for suitability for appointment remains a candidate's qualifications, experience and calibre.
- (vii) Candidates should be responsible, self-motivated and enthusiastic; have a fine character and integrity; be committed to serve in the education field; and be able to communicate effectively in Chinese and English.

Closing date of application : 30 October 2015

**How to apply :** You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Public Enquiry Service Centre of District Office, Home Affairs Department and 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**. 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>).

Enquiries

Address : Curriculum Development Institute, Education Bureau, Room 1318, 13/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.  
Tel : 2892 5846



Health Inspector II (Civil Service Vacancy)

Salary: Master Pay Scale Point 14 (\$25,505 per month) to Master Pay Scale Point 24 (\$41,215 per month)

Entry Requirements: Candidates should have:

(a) an accredited Higher Diploma or Associate Degree in Biology, Public Health, Environmental Health, Environmental Science, Environmental Technology, Environmental Engineering, Food Science, Nutrition Science or a related science subject from a Hong Kong tertiary institution, or equivalent; and (b) 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 or Hong Kong Certificate of Education Examination, or equivalent; and be able to speak fluent Cantonese.

**Duties:** Health Inspectors II are mainly deployed on: (a) inspecting food/non-food premises, licensing, prosecution, meat inspection, public cleansing, pest control, contract management, outsourcing, control of hawkers and markets, cemeteries and crematoria, food safety and control, health education, other environmental hygiene and food-related services; and handling complaints arising from the above functions; and (b) enforcing the statutory requirements contained in the various ordinances and subsidiary legislation pertaining to public health, environmental hygiene, food safety and control, and public cleansing.

[Notes: (i) Health Inspectors II are required to wear uniform; (ii) Subject to posting and transfer as and when required; and (iii) May be required to perform shift duties, on-call duties, work in irregular hours and work in other government departments.]

**Terms of appointment:** A new appointee will be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer may be considered for appointment on the prevailing permanent terms.

[Notes: (i) Health Inspectors II are required to undergo a two-part basic training programme and required to undertake an end-of-course examination after attending the first part of the basic training programme. Failure in the examination may result in their service being terminated; and (ii) Health Inspectors II are also required to undergo a Professional Diploma Course in Waste Management and Meat and Foods Inspection, or equivalent and obtain the requisite academic qualification within the probationary period. Failure in obtaining the requisite academic qualification within the probationary period may result in their service being terminated.]

**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, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the selection interview will be assessed on their BL knowledge through a written test to be conducted immediately before or after the selection interview. The BL test result will be one of the considerations to assess the suitability of a candidate.

How to Apply:

Applicants should send a completed application form [G.F. 340 (Rev. 3/2013)] obtainable from any Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department, or downloaded from the Civil Service Bureau website (<http://www.csb.gov.hk>) and specify "**Application for the post of Health Inspector II**" on the envelope to the enquiry address below. The closing date for application is **6 November 2015 or postmarked on 6 November 2015** (*Note : the postmark on envelope will be regarded as the only valid date of application*). On-line application can also be made through Civil Service Bureau website (<http://www.csb.gov.hk>) **on or before 6 November 2015**.

ALL applicants (application by post and online) should send **by POST not later than 13 November 2015** (*Note : the postmark on envelope will be regarded as the only valid date of this submission of supporting documents*) to the enquiry address below photocopies of ALL official certificates and transcripts of studies in support of the academic qualifications stated in the application form (including photocopies of certificates and transcripts showing the results achieved in Chinese and English languages). On-line applicants should also quote the **'on-line application number' on the envelope and on all** photocopies of certificates and transcripts.

**Applications which are incomplete, or late, or submitted by fax or e-mail, or without photocopies of the supporting certificates and transcripts will not be considered.** Applications without sending **on or before 13 November 2015** photocopies of the supporting certificates and transcripts will be regarded as **incomplete and not be considered**.

For purposes of contact and notification, applicants are required to state e-mail addresses in the application forms. Applicants who are selected to sit for the written examination will normally receive **an invitation by e-mail** in about twelve weeks from the closing date for application. Applicants not invited for the written examination may assume that their applications are unsuccessful. Only shortlisted candidates after conclusion of the written examination will be invited for selection interview. The information provided will be kept confidential and only be used for application processing.

**Address and Enquiry Tel.:** Appointments Section, Food and Environmental Hygiene Department, 44/F., Queensway Government Offices, 66 Queensway, Hong Kong. For enquiries, please call 2867 5057.

Closing Date of application: 6 November 2015

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 servant 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 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 written examination and/or selection 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 written examination and/or selection interview without being subject to further shortlisting.
- (i) Applicants should state in the application form academic qualifications they have **already attained** by the closing date of application (i.e. 6 November 2015). Photocopies of certificates and transcripts in support of all the stated academic qualifications should be sent **by post** to the enquiry address in strict accordance with the stipulated timeframe (i.e. **on or before 13 November 2015 on proof of postmark**).
- (j) 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 photocopies of their official transcripts and certificates in support of all the stated academic qualifications should be sent **by post** to the enquiry address in strict accordance with the stipulated timeframe (i.e. **on or before 13 November 2015 on proof of postmark**).
- (k) Civil service vacancies information contained in this advertisement is also available on the following websites: <http://www.gov.hk> of the GovHK and <http://www.fehd.gov.hk> of the Food and Environmental Hygiene Department.
- (l) 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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- Comprehensive directory and school fact sheets
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- Scholarship options and their benefits
- How to secure a private school spot
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- Tips on switching from local to international schools

Redemption points: Selected **7-ELEVEN**.

HONG KONG ISLAND

- Shops F & G, Ground Floor, Hollywood Garden, No. 222 Hollywood Road, Sheung Wan
- Shop 106, Level 1, Infinitus Plaza, No. 199 Des Voeux Road, Sheung Wan
- G/F, The Chinese Bank Bldg, 2A Pottinger Street, 61-65 Des Voeux Road Central
- Shop C, G/F, Jade House, 11-15 Fleming Road, Wanchai, HK
- G/F, No. 184 Hennessy Road, Wanchai
- Shop I, G/F, Po Wing Bldg, 61-73 Lee Garden Road, Causeway Bay, HK
- G/F, 60 Percival Street, Causeway Bay
- Shops C, D & E, G/F, Continental Mansion, 290-304 King's Road, North Point

- Shop G14 on G/F, Fu Shan Mansion, Stage III, Tai Koo Shing
- Shop G506-G507, Ning On Mansion, Stage V, Tai Koo Shing, Island East
- Concession No. KET 3 at MTR Kennedy Town Station
- Concession No. SYP 3 at MTR Sai Ying Pun Station
- Kiosk No. CEN K7B at Unpaid Concourse of MTR Central Station
- Kiosk No. ADM I8 at Admiralty Station
- Kiosk QUB2, Unpaid Concourse, Quarry Bay MTR Station (West Concourse)

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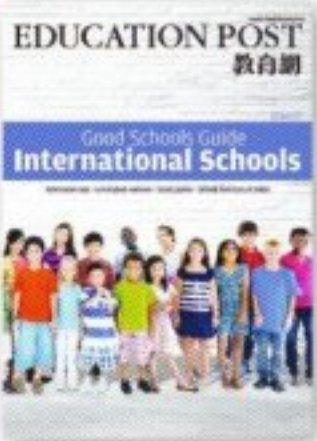
- Concession No. KOW 72 at Unpaid Concourse of Kowloon MTR Station
- Concession No. OLY6, Unpaid Concourse at Olympic MTR Station
- Shop MKK 15 at Mong Kok East Station

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# Join us and make every day matter

SCMP Group Limited (SEHK: 583) is a leading newspaper and magazine publisher in Asia. Its flagship publication, *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](http://scmp.com) and e-reader editions, *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 160 awards in 2013-14 for excellence in editorial, marketing and technical capabilities. Other titles in the Group include the Sunday Morning Post, Nanzao.com (南早.com), Nanzaozhinan.com (南早香港指南.com), STYLE, Destination Macau, The PEAK, HK Magazine, The List and Where Hong Kong.

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 Décoration, 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 group of businesses across a number of print and digital platforms, we are looking for candidates of high caliber to fill the following positions:

Advertising & Marketing Solutions

1.Events Manager, Marketing Solutions

(Ref: CJY-AMS-EMMS)

Responsibilities & Requirements:

- Plan and implement a comprehensive range of event marketing activities for clients covering different categories from concept development to onsite event execution
- Effectively manage all external vendors and work with multiple internal departments to ensure quality and smooth delivery of all events in timely manner
- Manage profitability of the project
- Identify new opportunities and develop solid proposals independently for both existing clients and potential business
- Develop effective and innovative event ideas for clients proactively
- Contribute to build the team rapport and market intelligence on upcoming event ideas and trend on a regular basis

2.Sales Coordinator

(Ref: CJY-AMS-SC)

Responsibilities & Requirements:

- Provide sales support including order inputs, bookings, contracts, invoicing, generate budget and revenue reports, filing and handle sales/customers enquiries
- Clients account maintenance and registration for sales team
- Schedule in-house advertisement and control newspaper/magazine stock
- Prepare payment approval document
- Provide general administrative support to the department

- Degree holder preferably in Marketing, Communication, Business or related disciplines
- Minimum 8 years of relevant experience, preferably in event/ PR/ advertising field (agency or in-house) with track record of delivering high-quality events or integrated marketing campaign
- 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

Editorial

3.Experienced Online News Sub-Editor

(Ref: CTL-ED-SE)

Responsibilities & Requirements:

- Ensuring the quality of all online/print articles with digital native, top-notch SEO headline and story presentation skills
- Using analytical tools to make sure the right stories are delivered in a timely way
- Helping to manage homepage with curating skills
- Editing, checking facts, rewriting and improving copy with care and sensitivity
- Ensuring all stories have the appropriate visual elements

- Solid experience in a real-time online news operation, a wire service or a newspaper website is essential: no beginners considered
- 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
- Strong familiarity with the China and Hong Kong stories and the Asia context of news

4. Technology Reporter

(Ref: CTL-ED-TR)

Responsibilities & Requirements:

- Bring the news with coverage of booming hi-tech industry with focus on the Greater China Region via our print and online editions
- Responsible for breaking news and in-depth analysis on internet businesses, start-ups, potential new hot gadgets
- Build contacts to maintain a flow of news in the specific area, and attend press conferences and asking questions
- Seek out and investigate stories via different contacts, press releases and other media
- Conduct exclusive interviews with technology analysts and C-suite executives
- Write and research accurate stories on how new technology can change people's lives and benefit economic development

- Degree holder with 3 years of working experience in media, research, technology or related areas
- Good knowledge of the Chinese economy and global technology trends and a passion for new gadgets
- Proven track record in breaking news, and strong news judgement, with passion for social media, comfortable with real-time online reporting environment
- Strong team player and can work under stress and meet deadlines on a day-to-day basis
- Good English writing skills, Mandarin/Cantonese speaker is strongly preferred
- Working location will be either Hong Kong or Beijing. Travelling in Mainland is required

Group Marketing & Events

5.Copywriter

(Ref: CBL-GME-CW)

Responsibilities & Requirements:

- Report to the Creative Director and responsible for advertising copywriting for work published on print and digital platforms
- Support the creative team with original creative concept development for advertising and marketing campaigns
- Responsible to write, edit and proofread all copy for advertising, brochures and publications with an acute attention to detail

- Degree holder in English, journalism or communications
- 5 to 8 years' copywriting experience in advertising, direct marketing or magazine publishing in editorial capacity
- Adhere to creative standards for writing voice, format and style whilst being informative, engaging and persuasive
- Solid knowledge of relevant best practices of digital platforms includes eDM, mobile, social media, etc.
- Demonstrate understanding of consumer / internet user mindset and apply innovative ideas and emerging digital trends
- Flawless spelling, proofreading, strong editing skills and perfect grammatical skills are mandatory
- Native English is essential
- Aptitude to work within deadlines, both independently and as part of a team

Recruitment & Education Business

6. Assistant Project Editor

(Ref: CFL-REB-APE)

Responsibilities & Requirements:

- Serve as the focal point between external and internal parties on all in-house or client-based publishing projects
- Ensure projects run smoothly and deliver quality products and services within a set time frame
- Assist the editor in preparing management reports and work schedules, and proof-reading Chinese translation works
- Conduct desktop research on business and recruitment-related topics
- Liaise with freelance designers, writers and photographers and assist with content flow

- Degree holder in Translation, Chinese, English, Journalism or related disciplines and with minimum 3 to 5 years of working experience in publishing, media, project management or client service, preferably in a reputable publishing house
- Interested in developing a career in the publishing sector
- Problem solver with excellent organisation and communication skills
- Good team player and highly motivated self-starter who can work independently to meet deadlines
- Proficient in both written and spoken English and Chinese (Traditional)
- Candidate with less experience will be considered as Editorial Coordinator

7.Account Manager, Digital

(Ref: CFL-REB-AM)

Responsibilities & Requirements:

- Develop new business with education advertisers
- Maintain good relationship with existing customers for selling opportunities
- Deliver sales pitches, prepare contracts, close business deals and ensure timely and accurate execution or digital media solutions
- Lead key marketing solution projects and keep updated of market intelligence
- Conduct regular sales team forecast and reporting

- Degree holder preferably in Marketing, Communication, Business or related disciplines
- Minimum 3 years of working experience, preferably in PR/advertising agency specialized in advertising, integrated marketing campaigns (print, digital and/or event) and pitching new business
- Experience in sales and/or sales management position, preferably in media or online industry

Digital Innovation & Technology

8. Web Developer

(Ref: CSL-DIT-WDD)

Responsibilities & Requirements:

- Work within the development team on new and existing Drupal builds
- Provide operational support to existing digital properties
- Write high quality code within tight delivery timelines
- Co-ordinate with functional areas on launch and deployment tasks

- Degree holder in Software Engineering, Computer Science or related discipline with 3 to 5 years of development experience
- Working knowledge of Linux, Apache, PHP, JavaScript (DHTML, AJAX), CSS and HTML with experience in implementing projects on Drupal is an advantage
- Experience in resolving cross browser compatibility issues and adhering to W3C standards with solid understanding of Search Engine Optimization (SEO)
- Distinctive problem solving and analytical skills; flexible, proactive and ability to work under fast-paced environment
- Team player, self-motivated, energetic and passionate about exploring new technology
- Strong interpersonal communication skills with good command of written and spoken English



➤ **9.System Administrator, Infrastructure**  
(Ref: CSL-DIT-SA)  
**Responsibilities & Requirements:**

- Monitor daily operations of enterprise-wide office applications (including MS Domain Platform, File and Print servers, Fax server and Intrusion Detection and Prevention Systems)
- Assist the team in providing MSSQL / Oracle DB management, monitoring, tuning, and optimization
- Ensure system monitoring and control mechanisms are properly integrated/ interfaced with the service desk, provide round the clock visibility
- Standard desktop environment for establishment, practice and governance
- Formulate, deploy and improve service monitoring and reporting processes for all stakeholders including executive, management, user department, customer and supplier
- Design, document and implement servicing processes and procedures, align with company's direction, auditor process, and quality standards
- Manage vendors for outsourced services, product and solution maintenance services

• Advance Diploma or above in Computer Science, or related disciplines with minimum 5 years of relevant working experience

• Hands-on experience and proficient skills in administering sizable Microsoft Domain and Systems, integration of enterprise scale desktop deployment, regardless of operating

• 3 to 5 years of solid experience in Oracle/MSSQL database support & administration. Strong in UNIX shell scripts

• Experience in System disaster recovery, security, backup for system stability and high availability. Excellent troubleshooting and analytical skills in problem identification and resolution

• Experience in infrastructure with a strong knowledge of Drupal, Cloud Solutions, MCP/MCSE/ITIL-F holder will be an advantage

• Self-motivated with a strong sense of responsibility, and ability to work under pressure independently. Good documentation, communication, and interpersonal skills

• Willing to attend to incidents during irregular hours. Proficient in both English and Chinese

**Finance**

➤ **10. Accounts Assistant (1-year contract)**  
(Ref: CSL-FIN-AAC)  
**Responsibilities & Requirements:**

- Being part of General Ledger team to process payment request and staff expense claim to ensure compliance with group policy
- Handle commission calculation and help in preparation of financial statement
- Prepare income statement and verify balance sheet items

• Degree holder preferred, with 2 years of working experience

• Proficient in computerized accounting system and MS office applications

• Knowledge in Oracle Financial an added advantage

• Responsible, hardworking and able to work under pressure

• Good interpersonal & problem solving skill

• Good command of both 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.

➤ **11. Accounts Assistant**  
(Ref: CSL-FIN-AA1)  
**Responsibilities & Requirements:**

- Perform daily financial transactions such as account payable functions, expense claim reimbursements, bank reconciliations
- Liaise with suppliers in regards to invoices
- Support month-end closing by preparing GL journal entries and monthly schedule and support AR settlements
- Liaise and coordinate with internal and external parties on meetings arrangement and manage appointments schedule
- Organize and maintain filing system, including filing and storage of confidential documents
- Provide administrative support to the Finance team

• Degree holder in Accounting or above, passed LCCI higher

• 2 years of relevant experience, preferably in media industry

• Proficient in PC sills (e.g. MS Excel and Accounting software)

• Prior experience in Oracle Financials will be an asset

• Good command of spoken and written English and Cantonese

• Mature, independent and able to work under pressure and tight schedule

➤ **12. Assistant Business Financial Analyst**  
(Ref: CSL-FIN-ABFA)  
**Responsibilities & Requirements:**

- Conduct business and financial evaluations, market research as and when required
- Monthly business metrics reporting
- Review of business proposal and purchase request from operation
- Regular Board report updates
- Research on appropriate performance metrics and formalize KPIs

• Degree holder, preferably in Business, Finance or Economics

• Good command of spoken and written English and Chinese

• Numerate, proficient in MS Excel, Word and Power Point

• Team player with good interpersonal and communication skills

• Inquisitive outlook with methodical problem-solving approach

• Fresh graduate is welcome

**Recruitment Business**

➤ **13. Senior Account Executive, Digital**  
(Ref: CFL-SCP-SAE)  
**Responsibilities & Requirements:**

- Achieve and exceed individual sales targets and other KPIs
- Generate new revenue by promoting and selling recruitment solutions (cpjobs.com) primarily via phone or client visits and maintain good customer relationship
- Understand client's recruitment needs and propose solutions
- Ensure and maintain all sales activities in sales dashboard including current and new opportunities
- Collect customer insight and feedback for product development
- Work closely with marketing team for sales promotion

• At least 3 years of B2B selling experiences, preferably in handling some key accounts

• Proven track record of business development or account management

• Good in consultative sales and negotiation

• Prior experience in selling HR / recruitment solutions and/or in digital media is a definite advantage

• Self-disciplined and self-motivated team player

• Proficient command of English (spoken and written) and Chinese

➤ **14. Web Developer**  
(Ref: CFL-SCP-WD)  
**Responsibilities & Requirements:**

- Work closely with the development and product team for products and features development
- Provide operational support on the websites
- Implement web applications with good quality and on schedule
- Coordinate with project team for project launch and deployment tasks
- Research on new web development skills and share with the team

• Degree holder in Software Engineering, Computer Science or related discipline with at least 2 years of development experience

• Working knowledge of Linux, Apache, PHP (MVC framework), JavaScript (jQuery, jQuery Mobile), Bootstrap, CSS3, HTML5, Database (Mysql, Oracle) and SEO.

• Experience in resolving cross browser compatibility issues and adhering to W3C standards

• Experience in implementing projects on Symfony or related MVC Framework, Drupal, SQL reporting is an advantage


• An independent fast-learner with strong technical aptitude, strong interpersonal communication skills with good command of written and spoken English


• Distinctive problem solving and analytical skills; flexible, proactive and ability to work under fast-paced environment


Work location for positions 1 - 4 will be at Causeway Bay office; positions 5 - 14 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.

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SCMP

South China Morning Post

GENERAL

St. Paul's Convent School, a leading DSS School, invites applications for the following posts:

(1) Director of School Development and Student Affairs

(2) Library Assistant (Working hours: 4:00 p.m. to 10:00 p.m. and 6 working days per week)

(3) English Language Supply Teacher for F.4 – F.6 (18-25 November 2015)

All applicants must possess good communication and problem-solving skills, excellent command of oral and written English and Chinese, including fluency in Putonghua, good IT skills and ability to complete tasks within tight schedules.

Please forward your CV, letter of application with an updated photo to: The Supervisor, St Paul's Convent School, 140 Leighton Rd, Causeway Bay, Hong Kong. Closing date of application is 10 November 2015. Applicants not receiving response before 31 December 2015 may deem their application unsuccessful.

(Personal data is collected for recruitment purpose only)



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

**Manager (Patient Relations & Engagement)**

Hospital Authority Head Office  
(Ref: SEO/HO1510006/11542)

**Pay**

HK\$76,907 to HK\$116,468 per month (including Monthly Allowance).

**Job**

1. Handling of public complaints including case investigation and drafting of papers, reports and replies.
2. Executive support to the Public Complaints Committee.
3. Review of policy and practices on complaint management.
4. Management of corporate complaint specialist training.
5. Executive support to patient engagement projects such as the HA Patient Experience and Satisfaction Survey and the HA electronic Complaint and Feedback Management System.
6. Consultancy service to hospitals on Complaint Management.

**Requirements**

1. A university degree or equivalent.
2. At least 7 years of post-qualification experience in management.
3. Good command of spoken and written Chinese and English.
4. Good interpersonal and communication skills.

**Preferable attributes / Exposure**

1. Experience in complaint management and large-scale surveys.
2. A high standard of language skills. Able to manage independently a high volume of written work in both Chinese and English in the daily work.
3. A good team player, able to work under pressure with a tight schedule, and handle adverse situations.
4. Good supervisory and organizational skills.

**Remarks**

1. Appointment will be on contract terms for up to 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 **3 November 2015** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6968.

**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 9 January 2016 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.

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GOVERNMENT

GENERAL

EDUCATION BUREAU

Non-Civil Service Vacancy

Curriculum Development Institute

Post (1) : Project Manager (Life-wide Learning and Library)

EDB Job Code : EDB/CDI/217/15

Salary: \$22,070 per month (Gratuity : 10%) (Contract Period : Until October 2016)

Duties: (a) To manage the database of Seed Projects to ensure that all records are updated accurately and could be retrieved efficiently; (b) To manage statistical data and information from surveys on Seed Projects; (c) To manage and analyse the database for Education Bureau; (d) To collect, manage and analyse data (both quantitative and qualitative) of Other Learning Experiences / Student Learning Profile studies and focused group interviews of students; (e) To assist in organising the ‘Student-LED’ Network and manage the database of the Network; and (f) undertake any other duties as assigned.

Entry Requirements: (a) A Hong Kong bachelor’s degree or equivalent (Preference will be given to candidate majoring in computer science/statistics); (b) proficient in English and Chinese, both oral and written (Preference with ‘Level 3’ and ‘Level 2’ 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) [See Note]); (c) at least 2 or more years’ post qualification experience in relevant fields, including conducting educational research and projects and assisting in organising workshops and seminars for schools; (d) solid professional knowledge and experience of educational research (both quantitative and qualitative); (e) proficient in operating computer software, including Statistical Package for Social Sciences (SPSS), Excel and Access software packages and (f) have good communication and interpersonal skills, work independently and strong in analytical skill. [Remarks : This post is open to male and female applicants.]

Professional Development & Training Division

Post (2) : Part-time Chief Project Management Officer (School Leadership and Professional Development)

EDB Job Code : EDB/PDT/216/15

Salary: \$599 per hour (Contract Period : 1 year) (requires to work 70 hours per month)

Duties: (a) To provide professional input and support to the strategies and initiatives of the Committee on Professional Development of Teachers and Principals (COTAP) by planning, organizing, developing, delivering, monitoring and evaluating for the implementation of the COTAP work plan under “T-excel@hk” including but not limited to the initiative of reviewing and drawing up of Teacher Competencies Framework and Principal Competencies Framework; (b) To prepare reports and discussion papers regarding professional findings in connection with COTAP initiatives and professional development programmes; (c) To provide professional support with regards to the arrangement of meetings organised by the COTAP Secretariat; and (d) To perform any other duties as assigned.

Entry Requirements: (a) A Hong Kong bachelor’s degree and a certificate in education from a Hong Kong tertiary educational institution, or equivalent; a higher degree in education is preferred; (b) At least 15 years’ post bachelor’s degree education-related experience, of which at least 5 years should be in the capacity of a local school principal; (c) Experience in conducting teacher and / or principal training in local context; (d) Very good command of written English and Chinese; oral proficiency in English and Cantonese is essential; and (e) Strong analytical skills and project management and coordination skills; pleasant, committed and able to work independently as well as in a team and under instructions.

Post (3) : Part-time Senior Project Officer (Teacher Awards)

EDB Job Code: EDB/PDT/215/15

Salary: \$368 per hour (Contract Period : 1 year) (about 70 working hours per month)

Duties: (a) To provide professional support for developing an online repository of the awarded teaching practices in the Chief Executive’s Award for Teaching Excellence (CEATE) website; (b) To liaise with the awarded teachers on the presentation of their teaching practices; (c) To provide professional inputs for video shooting of the demonstration lessons of the awarded teachers and production of videos for introducing their awarded teaching practices; (d) To liaise with the contractor for uploading the collected information to the online repository in the CEATE website; and (e) To carry out other tasks related to dissemination of teaching practices for the awarded teachers.

Entry Requirements: (a) A Hong Kong bachelor’s degree or equivalent [See Remarks (i)]; (b) A certificate in education from a Hong Kong tertiary educational institution or equivalent; (c) At least 10 years’ post-degree experience in teaching, quality assurance and / or curriculum development [See Remarks (ii)]; (d) Good English and Chinese writing skills, fluent in spoken English and Cantonese; and (e) Candidates with experience in training teachers or disseminating teaching practices are preferred.

Remarks for Post (3):

(i) 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 second/higher degree in a relevant subject) should include details in their applications;

(ii) Candidates with the relevant experience should list the details and nature of the experience on the application form.

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): 6 November 2015

Posts (2)-(3): 4 November 2015

How to apply: You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Public Enquiry Service Centre of District Office, Home Affairs Department and 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. 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): Curriculum Development Institute, Education Bureau, Room 1318, 13/F Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong. (Tel: 2892 5889)

Post (2): Administration Section, Professional Development and Training Division, Education Bureau, 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. (Tel: 3509 7562)

Post (3): CEATE Secretariat, Professional Development and Training Division, Room 1107, 11/F., Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong. (Tel : 2892 5793)

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Classified Post

The West Kowloon Cultural District Authority welcomes exceptional talent with a passion to realise the vision and mission of making the West Kowloon Cultural District a prime local and international destination for arts, culture and entertainment.

We are currently recruiting the following positions to join the Authority.

Finance Department

1. Senior Manager, Treasury (Ref: 15090)

Reporting to the Executive Director, Finance, you are responsible for:

• directing and leading the development of effective treasury management and financing sources to support the growth of the Authority;

• working closely with the management team in planning and implementing strategies on cash management for treasury operations and project funding requirements;

• managing in-house investment portfolio through working closely with banks / fund managers and custodians and the treasury function through capital analysis, cash flow analysis and investment evaluation; and

• overseeing the cash flow forecast, treasury and fund management; and managing risk exposure and corporate capital structures.

You should:

1) possess a recognised university degree in finance, accounting, business administration or equivalent, preferably with professional qualifications;

2) have at least 10 years of relevant experience including managing treasury function and investment portfolio; liaison with banks and fund managers;

3) have in-depth knowledge of corporate project financing and risk management;

4) preferably have experience in corporate treasury or banking field; and

5) be proficient in written and spoken English and Chinese.

Human Resources Department

2. Manager, Human Resources (Ref: 15068)

You are responsible for:

• providing key account services for the artistic teams to deliver the day-to-day human resources activities including staff administration, recruitment and selection, employee relations and performance management;

• developing and implementing strategic human resources programs on employee engagement, resourcing, career path development and succession planning; and

• providing advice and support to hiring managers on effective recruitment and employee relations initiatives to ensure the conformity with internal policies and statutory requirements.

You should:

1) possess a recognised university degree in human resources management, business management or equivalent;

2) have at least 8 years of all-rounded HR experience in sizeable organisation, preferably with experience in arts and culture sector;

3) possess excellent knowledge of HK Employment Ordinance and other related statutory regulations;

4) be able to communicate effectively with all levels of staff and interact well in a multi-cultural work environment;

5) and have excellent oral and written communication skills in English and Chinese.

For interested parties, please submit your application along with your CV on or before 30 October 2015 via online application <http://www.westkowloon.hk/careers> or by mail quoting the reference number, name of the position, expected salary and your availability to:

Ms Agnes Chan  
West Kowloon Cultural District Authority  
29/F, Tower 6, The Gateway  
9 Canton Road, Tsim Sha Tsui, Kowloon

For more information  
<http://www.westkowloon.hk> or contact  
Ms Agnes Chan at 2200-0013

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THE HONG KONG INSTITUTE OF ENGINEERS  
香港工程師學會

Senior Manager – Accreditation, Registration & External Qualifications

Major Duties:

• To manage and oversee Accreditation & Registration and External Qualifications sections in relation to accreditation and registration assessment and external qualifications matters

• To monitor overall quality assurance process of the accreditation and registration functions

• To monitor development of agreements with overseas institutions and other international agreements

• To manage and establish a system in protecting the integrity of accreditation and registration related data and monitor the implementation of the system

• To manage and oversee all support to the committees in the accreditation & registration and external qualifications areas

Requirements:

• University Degree holder

• At least 10 years of relevant working experience with 4 years at managerial level

• High level of administrative, organization, multi-tasking and time management skills

• Proficiency in committee works is an advantage

• Excellent command of written & spoken English and Chinese with proficiency in Putschua

• High level of computer literacy including office applications and database management

Please apply in confidence with full career details and salary expectation to the Chief Executive and Secretary, The Hong Kong Institution of Engineers, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong, or email to [hr@hkie.org.hk](mailto:hr@hkie.org.hk). Applicants should indicate clearly on the envelope and in the letter for the post they are applying. Only shortlisted candidates will be contacted for written test and interview.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.

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