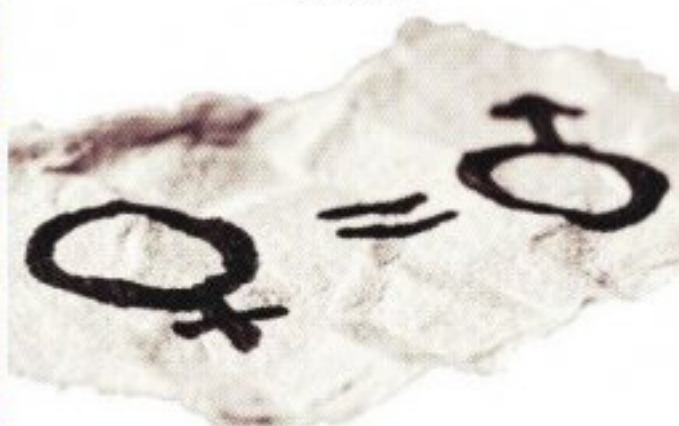


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South China Morning Post

Saturday, March 11, 2017



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31 March, 2017

We are an Equal Opportunities Employer. Data collected would be used for recruitment purposes only. Applicants who do not hear from us within 8 weeks may consider their applications unsuccessful and their data will be destroyed within 12 months of receipt.

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POWER PROFILE



Photo: Laurence Leung

Taking care of everything

Andy So, area general manager for Pentahotels Hong Kong, adopts an all-round approach and learns whenever he can, writes **John Cremer**

HIGH-FLYERS

During his 20-plus years on the sales and marketing side of the hotel business, Andy So did more than drive revenue, occupancy rates and visitor numbers at a string of Hong Kong's top properties. Along the way, he was also taking every opportunity to understand how operations worked in departments and functions outside his immediate area of responsibility and how all the disparate pieces came together. "In meetings, I might talk about sales figures, but I would then listen and learn from everyone else," says So, now the area general manager for Pentahotels Hong Kong, which has a 695-room property in Diamond Hill and will open a new 298-room hotel in a converted industrial building in Tuen Mun in July. "I wanted to know about bookkeeping, budgets, everything, and found that most people are happy to share their knowledge." Breaks might see him quizzing a chef on how to present a fish dish or prepare fried noodles. On quiet days, he would waylay an accountant or restaurant manager to ask about expenditure or menus. And, not surprisingly, that attitude and approach is something he now looks to instill in his team. Therefore, while staff are trained in specific disciplines, they should also be all-rounders, versatile enough to step in where necessary and keep everything running smoothly. "For example, if it's busy in the restaurant,

it should be automatic to assist with seating guests, serving food, or clearing tables," says So, who, in such cases, sends a short "need help" message to alert the in-house Whatsapp group. "At other times, F&B staff might be asked to help with sorting linen or other labour-intensive work. I'm very hands-on in that way." As an only son growing up in Mong Kok, So's most obvious career option was to join his father's small engineering business. However, as someone with a talkative nature and outgoing personality, the prospect of spending his days surrounded by grime and oil spills just didn't appeal. Instead, he took the suggestion of a friend working in a Tsim Sha Tsui hotel and signed up for a two-year diploma in hospitality at the Haking Wong Technical Institute in 1986. The course included food and beverage service, kitchen operations, accounts, and sales and would lead on to a higher diploma after an extra year at Polytechnic University. However, believing the syllabus there would add nothing new, So lined up some job interviews, which came down to a choice between the Regent and the Hilton. His tutor's advice was succinct: at one, you'll earn more; at the other, you'll really learn the business. Opting to join the Hilton, in Central, as a front office agent, So initially handled check-ins, checkouts and room assignments for tour groups and special events like the Hong Kong Sevens. Within a year, he was promoted to senior receptionist and, eight months later, accepted a transfer to sales.

"That was my initial goal," he says. "I could see the long-term potential there, and my next target was to be the top guy in sales and marketing." He achieved that too over the next two decades, in the process holding increasingly senior roles at the Conrad, Renaissance Harbour View, Hyatt Regency and Grand Hyatt Macau. Joining Pentahotels five years ago was then a chance to branch out from sales and take on a whole new set of tests and challenges. One of those challenges during the 12-month pre-opening period was persuading tour groups and agents to see the benefits of a less traditional location. Another was hiring and training the 300-strong team to run the largest hotel opened in Hong Kong in the last five years. The brand is already contemplating more properties in Hong Kong, either owned or operated under management contracts. So is keen to be part of that, seeing it as a great chance to keep learning and leading. Reflecting on his career path to date, he has no doubt that he made the right choices. Wherever he worked, he thought of himself as the owner, not just an employee, finding that it was motivation to try harder and aim higher. "To be honest, I think it was a kind of destiny," he says. "I was once headhunted for a job selling cigars, but turned it down because I didn't want to lose all my friendships in the hotel business. People who were originally clients have become personal friends and that's the thing I treasure most. Also, I'm still an engineering idiot, so when there are any issues relating to machinery, I call my dad."

For the full story visit www.cpjobs.com/hk/highflyers

A WINNING FORMULA

Andy So's recipe for being a good hotelier

- Keep your head up** "To work in hospitality, the first thing you need is a positive attitude. At the start, you should expect to work shifts and do the basic tasks like check-in, cleaning and serving food. That is all part of learning the industry."
- Know the rules** "It is important to understand why things are done a certain way, as well as how. There are standard operating procedures, but staff should always be looking for ways to improve."
- Meet needs** "You should put yourself in the customer's shoes and think about what they would like. This 'psychological' aspect can also help in avoiding a lot of unnecessary complaints resulting from body language or tone of voice."
- Be open-minded** "Keep your eyes and ears open, accept advice from other professionals, use common sense, and pay close attention to what's done in other hotels."
- Lead by example** "To be a good leader you have to be a good role model, because people will measure themselves by the standards you set."

NEWS BITS



Republicans start rolling back worker safety regulations
WASHINGTON - President Donald Trump and congressional Republicans began rolling back a series of Obama-era worker safety regulations targeted by business groups, starting with a rule that would require federal contractors to disclose and correct serious safety violations. The Senate voted Monday to eliminate the regulation, dubbed the Fair Pay and Safe Workplaces rule. Blocked by a court order in October, the rule would limit the ability of companies with recent safety problems to complete for government contracts unless they agreed to implement remedies. *Washington Post*



UK lawmakers tell companies to end sexist high-heel dress codes
LONDON - In a debate that has gone from office corridors to Britain's parliament, lawmakers Monday and told employers to stop making women wear high heels as part of corporate dress codes. MPs debated a ban on mandatory workplace high heels, in response to a petition started by a receptionist who was sent home without pay for wearing flat shoes. Women and equalities minister Caroline Dinenage promised to act against heel-height rules, makeup guidelines and other corporate codes that apply to women but not to men. *AP*



Women prefer paid jobs to housework, and men agree, research shows
NEW YORK - Most women around the world would prefer to be working at paid jobs, and nearly as many men agree. Only a third of women and men want women to stay at home, said a report by the International Labour Organisation (ILO). Half of the world's working age women take part in the labour market, compared with three-quarters of men, the ILO said. Worldwide, 70 per cent of women and 66 per cent of men would prefer women to work. Where women are less present in the workforce, 57 per cent of men in North Africa and 52 per cent in Arab states would prefer to see women in paid work. *Reuters*

Photos: AP, Thinkstock

CASE STUDY

Labour Tribunal must fulfil its 'inquisitorial' role

The Background
The Labour Tribunal is designed to provide a quick, informal and inexpensive way of resolving claims between employees and employers, without the use of lawyers. To accomplish this, the tribunal is set up to act as conciliator, investigator, and ultimately, the adjudicator (judge). This article focuses on explaining the tribunal's power and indeed, its duty, to investigate claims. The claimant at the Labour Tribunal has the primary responsibility for the preparation and procurement of evidence in support of his or her claims. Sometimes, however, a claimant cannot prove or quantify his or her claim without reference to documents that may exist only in the

hands of his or her employer. The Labour Tribunal may gather evidence through interviews and requests for documents as part of its own investigation. **The Case** Recently, an appeal of a Labour Tribunal decision to the Hong Kong courts resulted in a court decision noteworthy for the judge's discussion as to the nature and extent of investigation the tribunal should have undertaken in that case. In this case, an employee terminated from his position brought a claim at the Labour Tribunal alleging that he was not paid all of the commissions due to him upon his termination. The dispute centred

on sales that were made to accounts that he contended were due to introductions he had made. Believing that his claim had not been properly handled by the Labour Tribunal, the employee appealed the award to the Hong Kong courts. Among other complaints, the claimant argued that the Labour Tribunal failed to properly investigate his claim by not ordering his former employer to disclose certain account documents. The court agreed, overturning the Labour Tribunal decision and, among other things, remitting the claim to the Labour Tribunal for retrial by another presiding officer. The new presiding officer

will now need to decide how to further investigate the claim. The court held that presiding officers assigned to cases at the Labour Tribunal have a "positive statutory duty" to investigate the claims assigned to them as part of the "inquisitorial" role or function of the Labour Tribunal. The presiding officers have various tools they can use to investigate, including requesting a party to turn over additional documents. In the present case, the court found that the presiding officer should have requested additional evidence from the defendant in order to determine whether there existed documentary support for matters material to the claimant's complaint. In particular, the court ruled that the presiding officer should have requested invoices and sales records relevant to assessing certain sales claimed by the claimant and in turn, whether commissions on these sales were due and payable to the claimant.

officers have the power to conduct a potentially extensive investigation of the facts. Indeed, this case makes clear that Labour Tribunal officers have a duty to do so in appropriate situations. Here, the dispute could not be readily resolved by reference to the parties' contract, thereby necessitating greater inquiry. Parties are well advised to gather and carefully evaluate the documentary record when a dispute arises. Doing so will put a party in a better position to evaluate its options and in turn comply with requests from the Labour Tribunal. Those who are seeking to bring claims over compensation that is tied to performance, as existed in this case, would be well served by studying the conduct of the claimant in this case. While the Labour Tribunal officer was admonished for not doing enough in this case, the claimant's actions before the Labour Tribunal laid the groundwork for a successful appeal.

The Conclusion
The Labour Tribunal is designed to be a relatively quick and inexpensive mechanism for resolving certain employment disputes. As this case illustrates, however, Labour Tribunal

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.



Eric Szweda (left) is the office managing partner of the Hong Kong office of Troutman Sanders, an international law firm with offices in China and the USA, and heads the firm's international arbitration team. His practice includes employment matters. Albert Jok (right) is an associate at the Hong Kong office of Troutman Sanders. He regularly handles employment matters as part of his general commercial and M&A practices.



Contact us

Editor
Tom Eves
thomas.eves@scmp.com

Subeditor
Oliver Farry
oliver.farry@scmp.com

Senior Content Manager
Yvonne Luk
yvonne.luk@scmp.com

Assistant Project Editor
Kenice Kwok
kenice.kwok@scmp.com

Production & Design Editor
Jun Cambel
jun.cambel@scmp.com

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EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

School of Journalism and Communication

(1) Professors / Associate Professors / Assistant Professors
(Ref. 170000CK)

Applicants should have (i) a PhD degree in communication or a related field (by the time reporting for duty); (ii) strong commitment to excellence in teaching and research; and (iii) a track record of research and publication. Applicants with expertise in digital culture and interests in globalization and communication are preferred.

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

Applications will be accepted until the posts are filled.

IT Planning Office

(2) Computer Officer I (carrying the job title of “Enterprise Architect”)
(Ref. 170000DG) (Closing date: March 24, 2017)

The IT Planning Office (ITPO) is a newly established unit in the Chinese University of Hong Kong. The ITPO is responsible for leading and directing the University’s IT strategy and policy that are aligned with the University’s mission and goals. The ITPO is also responsible for managing the Information Technology Services Centre (ITSC).

The ITPO is looking for an Enterprise Architect who will assist the University for the following tasks:

- defining problems and proposing innovative solutions
- communicating to service provider, either internally (ITSC) or externally (external vendor) what the solution needs to do
- introducing the best practices in IT management to the University
- conducting design workshops effectively with the stakeholders, so as to produce the design blueprints and the cost estimation of the project
- re-engineering inefficient business processes through deep collaboration with cross-functional stakeholders

Applicants should have (i) a Bachelor’s degree or above in computer studies or a related field; (ii) seven years’ relevant post-qualification working experience in the industry; (iii) good written and verbal communication skills; (iv) good interpersonal and supervisory skills; (v) strong understanding in the industry trends and the best practices; (vi) strong IT consulting experience; (vii) broad knowledge and the ability to engage stakeholders proactively; (viii) experience in designing IT solutions for the enterprise; and (ix) experience in managing user expectation.

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

[Those who have responded to the previous advertisement for the same post (Ref. 170000IU) are under consideration and need not re-apply in this instance.]

Application Procedure

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



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

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

www.thei.edu.hk

Registry

The Registry is responsible for an array of administrative and academic support services and is sub-divided into two functional teams, namely, Student Administration and Support Services, and Human Resources, Secretariat and Central Services.

Registrar Ref.: C/THEi/R(RG)/03/17-MA1

Reporting directly to the Executive Vice President of the Institute, the Registrar is required to (a) implement academic policies relating to students and to formulate relevant regulations and procedures, including but not limited to student recruitment and enrolment, examination scheduling and processing of assessment results; (b) develop human resources strategy, administer policies on compensation packages and benefits, and formulate manpower plans in support of the Institute’s strategic objectives and manpower requirements; (c) set up and maintain computer systems in support of programme planning, student admission, student record-keeping, time-tabling and human resources management; (d) formulate the Institute’s complaint-handling procedures for handling student and staff complaints; (e) provide secretarial support to the Board of Governors, Institute Council, Faculty Boards and other committees; (f) render executive and administrative support to the offices of the President and Executive Vice President, faculties and departments; and (g) support the President and Executive Vice President of the Institute on other assigned duties.

The successful candidate should have a recognized degree or equivalent, preferably with additional academic or professional qualifications, with at least 10 years’ relevant experience at the appropriate level of responsibilities. Administrative experience in managing a university registry would be an advantage. Other essential requirements are proven track records in human resources management, campus administration and demonstrated knowledge and experience in student admission, programme administration, student record-keeping policies and procedures; strong capability in strategic thinking, leading teamwork and time management; exceptional ability to drive and manage change; strong presentation and interpersonal skills; and good command of written and spoken English and Chinese, preferably including Putonghua.

Notes: (1) The remuneration package will be competitive and commensurate with qualifications and experience.
(2) Shortlisted applicants will be required to attend and pass a written assessment in English.

APPLICATIONS

(a) Application forms [VTC-1 (Rev. 12/2012)] are available from: (i) G/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong; or (ii) the website <http://www.vtc.edu.hk/html/en/career.html>.

(b) A completed application form, together with a full curriculum vitae, should be sent to the **Human Resources Division, 18/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.** Please specify on the envelope the reference of the post being applied for.

Closing date for application: 18 March 2017

Applicants not invited for interview within 10 weeks from the closing date may consider their applications unsuccessful. The Council reserves the right not to fill the post(s). Personal data collected will be used for recruitment purposes only and will be destroyed within 24 months.

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Kiangou & Chekiang Primary School
INTERNATIONAL SECTION

www.kcis.edu.hk ED 1/13273/53

Vacancies for September 2017

Primary Teacher Assistants

2 positions for Primary 3 & Primary 6

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

Applicants must be eligible to work in Hong Kong.

Please email your letter of application, CV and details of 2 references to

Ms. Sandra Wyatt, Head Teacher by Monday March 20th 2017 to swyatt@kcis.edu.hk

Personal data collected will be used for recruitment purposes only

St. Paul’s Convent School invites applications for the following posts:

(1) Physics teacher (starting 1 Sept 2017)

(2) ICT teacher (starting 1 Sept 2017)

(3) Multimedia Design and Technology teacher (starting 1 Sept 2017)

(4) Administrative Assistant (starting 1 April 2017)

Applicants for Post (1),(2) and (3) must possess high proficiency in English. For Post (4), school administration experience is preferred but not a pre-requisite. Closing date of application: 17 March 2016. Please send application together with full resumé and a photo to the Supervisor, SPCS (Sec), 140 Leighton Rd, Causeway Bay, HK or email to spejobs@spcs.edu.hk. Applicants not contacted by 31 March 2017 should consider their application unsuccessful.

(Personal data is collected for recruitment purpose only)



漢基國際學校
Chinese International School

Openings for August 2018

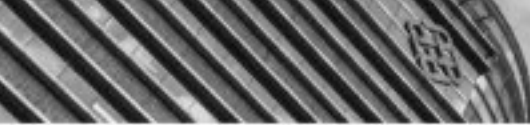
Head of Primary and Head of Secondary

Chinese International School seeks a Head of Primary (pre K-Grade 5, 600 students) and a Head of Secondary (Grades 6-12, 800 students) effective 1 August 2018. The successful candidate must be a visionary, dynamic educational leader, with a keen interest in students and in understanding the educational paradigms and best practices. Knowledge of China/Chinese, and experience with the IB (Secondary) is an advantage. Highly competitive compensation package.

For further information about these positions, please visit the Employment page of our website www.cis.edu.hk

Applications to: John C. Littleford, Littleford & Associates, John@JLittleford.com

BANKING & FINANCE



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

Internal Audit Unit

Head, Internal Audit
(Ref. 17030907-IE)

The Hong Kong Polytechnic University is inviting applications and nominations from seasoned professionals to review and appraise the adequacy and effectiveness of controls established by Management and to ensure its compliance in support of the enterprise goals of the University. Reporting functionally to the Audit Committee of Council and administratively to Management of the University, the appointee will lead the Internal Audit Unit (IAU) to assist Management in the effective discharge of their responsibilities by furnishing them with analysis and recommendations concerning the activities reviewed. Please visit the website at <https://www.polyu.edu.hk/iau/> for more information about IAU.

The appointee will be responsible for (a) identifying and evaluating risks of various audit areas; (b) preparing a risk based rotational work plan on different areas for the approval of the Audit Committee and ensuring that it is implemented as scheduled; (c) supervising team members to ensure that areas of control deficiencies, non-compliance with procedures, potential fraud, loss, error or inefficiency are identified and corrected; (d) recommending improvements which enhance the adequacy and compliance with the existing operational and financial controls and regulations; (e) compiling audit reports and ensuring that recommendations are implemented effectively; (f) maintaining good and close working relationship with the Audit Committee, Management and departments; (g) organizing and conducting special investigations in potential fraud or loss cases; or ad hoc assignments requested by Management; (h) ensuring that staff members are well trained; (i) keeping up to date with technological advances and in the accounting and auditing professions, thereby ensuring that relevant systems are subject to an appropriate level of audit review; (j) providing views on audit and quality assurance matters in the Audit Committee and Quality Assurance Committee meetings respectively; and (k) assuming any other responsibilities as required. Post specification of this post can be obtained from http://www.polyu.edu.hk/hro/job/en/external_adv/deans-heads.php.

Applicants should have (a) a recognised university degree in relevant subjects or a professional qualification in accounting (CPA or equivalent designation) or a higher degree (preferably in Business Administration, Accounting or Computer Sciences); (b) extensive knowledge of finance, business administration and management information systems; (c) substantial internal audit experience within a major organization, including experience at supervisory level; and (d) fluency in written and spoken English and Chinese. Previous exposure in university administration, knowledge of computer based accounting systems and an interest in higher education will be an advantage.

Remuneration and Conditions of Service

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

Application and Nomination

The Hong Kong Polytechnic University invites applications and nominations for this appointment. Please submit applications or nominations via email to 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 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. **Initial consideration of applications and nominations will commence in mid-April 2017. Review of applications and nominations will continue until the position is filled.** The information collected will be used for consideration of the application and for purposes relating to appointment. The University reserves the right not to fill the position or to make an appointment by invitation. The University Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

www.polyu.edu.hk

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- Act as RO to supervise SFC Type 6 regulated activities
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Autonomous, a London-based research boutique specializing in financial institutions, is seeking an analyst to cover China banks and macrofinancial issues in its Hong Kong office. Prior experience as an accountant auditing mainland banks is strongly preferred.

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Assist team in building and maintaining China banking industry databases and macro databases, valuation models, handle data requests, write briefing minutes.

Requirements

1. A master and/or bachelor degree in finance, accounting or related majors
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4. Rigorous attention to detail, highly organized, ability to multi-task, and a motivated team player
5. Excellent command of English and Mandarin is a must
6. Monthly base salary of HKD40-50K plus discretionary bonus

For those who are interested, please send CV to infohkg@autonomous.com

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GENERAL

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We are inviting the right candidate to fulfill our position of Personal Assistant, we offer attractive package with comprehensive medicine insurance, and a highly flexibility of annual leave scheme.

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- Manage the daily schedule for the family members of correspondence with different level of services providers, such as driver, school, private tutors etc.

Requirements of the position:

- University graduate with at least 3-5 years in relevant experience;
- Excellent of both written and spoken English, and Mandarin or Cantonese;
- Good problem solving skill is essential;
- Preferably with knowledge of membership of private clubs, associations of international school, and visa applications;
- Honest, responsible, able to work independently and have good communication skills;
- Self-motivated and willing to work under a small scale of office.

For interest parties, please send in your full resume with expected salary to cleung12374@yahoo.com



HONG KONG HOUSING SOCIETY
香港房屋協會

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The Job:

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- Design and deliver a full spectrum of management development and individual effectiveness programmes.
- Drive and execute cross-divisional projects on occupational health & safety management, and quality management.
- Add value in promoting social media learning and a dynamic learning organization atmosphere.

The Person:

- University graduate majoring in Human Resources Management, business administration or equivalent.
- 8 years of post-qualification experiences in sizeable companies with substantial exposure in management skills programmes design and development.
- Hands on experience in administering in-house Development Centre will be a plus.
- Excellent command of written and spoken English and Chinese. Out spoken, creative and being a good team player.

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

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

You are welcome to visit our website www.hkhs.com to learn more about us.

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

COMPANION GROUP
In-house Design team in TST invites high caliber candidates

ART DIRECTOR

- Diploma in Graphic Design or equivalent
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- Cultural design concept to cope with the Group business
- Creative • Independent • responsible • well organized

* Those with lower qualification will be considered as “ASSIST. ART DIRECTOR” OR “SENIOR GRAPHIC DESIGNER”.

Interested parties, please send full resume, date available and expected salary to e-mail: design@1926sh.com

All personal data collected will be used for recruitment purpose only.

SECURITY INVESTIGATOR

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

For more information and to apply, visit our website: http://hongkong.usconsulate.gov/job_announcements.html

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

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

EDUCATION



香港城市大學
City University of Hong Kong

專業 創新 國際全球
Professional-Creative
For The World



55th World University

4th World's top 50 Universities under age 50

1st Engineering/Technology/Computer Sciences in Hong Kong

2nd Business School in Asia

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.

The **School of Veterinary Medicine (SVM)** was launched in spring 2014 in collaboration with the Cornell University College of Veterinary Medicine. The SVM is the first in Hong Kong and is envisioned as a centre of excellence in animal health education, discovery and clinical care in Mainland China and the Asia-Pacific region. The School is committed to striving for excellence in research and teaching, with particular interest in emerging zoonotic diseases, animal welfare, aquatic production, public health and food safety. A six-year Bachelor of Veterinary Medicine (BVM) programme will commence in the academic year 2017-18.

The University is currently accelerating its recruitment of highly motivated and qualified staff that will contribute to the development of the School of Veterinary Medicine.

Applications and nominations are invited for :

Chair Professor/Professor (Equine Medicine/Surgery)
School of Veterinary Medicine [Ref. E/230/00]

Duties : Provide academic leadership and innovative direction for the School's equine teaching programme and related facilities for teaching and research, contribute to the implementation of the veterinary undergraduate curriculum, teach and manage undergraduate and postgraduate courses, develop new research directions and maintain robust research programmes, and carry out administrative work and other duties to facilitate the development of the School.

Requirements : A Doctor of Veterinary Medicine degree or an equivalent veterinary degree, preferably registrable in Hong Kong, with evidence of further postgraduate education in the form of Diplomate status in a recognized specialty board and/or an advanced degree. A PhD in a relevant discipline (veterinary medicine, animal science, biology) or equivalent is highly preferred. Applicants must have demonstrable evidence of research success (including the ability to obtain research funding); a proven record of distinguished scholarly accomplishment (including significant external funding support), strong leadership capabilities, and active participation in undergraduate and postgraduate education. Preference will be given to candidates with background in the field of Equine Medicine or Surgery.

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: hrojob@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, a cover letter, and research and/or teaching statement(s). Nominations can be sent directly to the Human Resources Office. **Applications and nominations will receive full consideration until the position is filled and only shortlisted applicants will be contacted.** 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 55th, and 4th among top 50 universities under age 50 (QS survey 2016); 1st in Engineering/Technology/Computer Sciences in Hong Kong (Shanghai Jiao Tong University survey 2016); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2016).



ST. PAUL'S CO-EDUCATIONAL COLLEGE



TEACHERS REQUIRED

St. Paul's Co-educational College offers dual curricula - the Diploma of Secondary Education (DSE) curriculum and the International Baccalaureate Diploma Programme (IBDP). As a Direct Subsidy Scheme (DSS) school, SPCC enjoys additional funding and resources. These allow it to recruit additional teachers to increase pedagogical effectiveness, provide diverse student programmes, reduce class size and reduce student-teacher ratio which at present stands at 9 for the secondary school and 7.6 for the primary. The school has devised its own teacher career structure and promotion system in order to attract high-calibre teachers, build incentives, reward good performance and encourage continuous professional development.

SPCC offers all teaching staff the following benefits:

- 1) A fast track promotion scheme with no quota set at various promotion grades
- 2) Paid study leave of up to one year
- 3) Extra MPS point at entry – newly-recruited teachers with outstanding qualifications and track record may be given a maximum of 2 extra MPS points
- 4) Hospitalization and group personal accident insurance schemes
- 5) MPF scheme with employer contribution of up to 15%

We are now inviting applications to fill the following posts in September 2017:

(I) St. Paul's Co-educational College

1. English

Requirements:

- A relevant degree and preferably a recognized teacher training qualification; EDB's Language Proficiency Requirement (LPR) fulfilled.
- Native-speaker fluency required; Literature-in-English background preferred.
- Ability to teach DSE / IBDP preferred.

(II) St. Paul's Co-educational College Primary School

1. English	2. Chinese
3. Mathematics and Science	4. Music and English

Requirements:

- A relevant degree and preferably a recognized teacher training qualification.
- English Teacher : native-speaker fluency required; EDB's Language Proficiency Requirement (LPR) fulfilled; experience in School-Based Curriculum Development preferred.
- Chinese Teacher : EDB's Language Proficiency Requirement (LPR) to teach subjects in Putonghua fulfilled.
- Mathematics and Science Teacher : EDB's Language Proficiency Requirement (LPR) to teach subjects in English preferred.

Salary will be commensurate with qualifications and years of experience. Applications must be sent on or before **22 March 2017** to:

For (I) : The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong

For (II) : The Headmistress, St. Paul's Co-educational College Primary School, 11 Nam Fung Path, Wong Chuk Hang, Hong Kong

Please mark "Confidential" and specify the post you apply for in your application and on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

All enquiries and applications will be treated in strict confidence and used solely for employment-related purposes.



BRAEMAR HILL NURSERY SCHOOL
寶山幼兒園

Native English Speaking Teacher

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

Essential requirements:

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

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

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



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

ENGLISH LANGUAGE CENTRE

Instructor in English (several posts) (Ref. 17030703)

The appointees will be required to (a) teach ELC subjects to degree and sub-degree students from various departments within the University; (b) teach on the Centre's other English language enhancement initiatives; and (c) participate in the pedagogical development and administration of ELC teaching and learning activities.

Applicants should (a) have a recognised degree in a related discipline; (b) have a postgraduate teaching qualification; (c) have at least one year's post-qualification relevant tertiary level teaching experience (experience in teaching upper secondary classes may also be considered); and (d) be a highly proficient English speaker. An interest in e-learning, and/or learning and teaching materials development would be an advantage. Applicants should indicate in their cover letter how their qualifications and experience would enable them to effectively perform the post duties.

Please visit the Centre's website at <http://elc.polyu.edu.hk/> for more information.

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

Application
Please submit application form via email to hstaff@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. **The closing date for application is Monday, 27 March 2017.** Applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful. 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.

www.polyu.edu.hk Opening Minds • Shaping the Future



CREATIVE SECONDARY SCHOOL



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

Required for August 2017
Assistant Teachers for the following curriculum areas:
ESL, Mathematics, Sciences, Music and Learning Support.
Applicants who can offer more than one subject are particularly welcome.

Required for April 2017:
Accounts Assistant

Closing date for applications 29 March 2017. Please send your CV and application letter together with contact details of two professional referees to jobs@css.edu.hk.

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

CLASSIFIED POST HR CONFERENCE

Compensation and Benefits: Redefining HR Thinking



Classified Post HR Conferences focus on opening doors to new ideas from internationally renowned speakers, with the first event of 2017 being held on March 29 with the theme "Compensation and Benefits: Redefining HR Thinking".

Our expert speakers will bring their insight to inspire the local HR community with contemporary C&B practices and cutting-edge reward strategies for employees.

Date: March 29, 2017 (Wednesday)
Time: 9am – 4:30pm
Venue: Hyatt Regency Hong Kong, Tsim Sha Tsui

Fee: HK\$ 2,800 (by March 17, 2017)

Register Now @ hrconference.scmp.com



Stephen Sui, JP
Secretary for Labour and Welfare

Labour and Welfare Bureau



Prof. S. Noorein Inamdar
Associate Professor of Practice in Management

CUHK Business School



Simon Gluyas
Employee Insights Practice Leader, Talent & Rewards

Willis Towers Watson



Dr. Alexander Chiu
Chief Operating Officer

Gleneagles Hong Kong Hospital



Thomas Lee
Chief Corporate Solutions Officer

AIA Hong Kong and Macau



Stephen Fung
Chief Executive Officer

AIA MPF



Andy Ann
Founder and CEO

NDN Group (HK) Limited



Divya Gopalan
Principal Consultant, Media Training and Crisis Communication

CP Learning, South China Morning Post



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EDUCATION



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Education Studies

1. Professor / Associate Professor / Assistant Professor (PR271/16-17)

The Department of Education Studies is seeking a qualified candidate to fill a professorial-track position in school policy and management and/or educational management. The appointee is expected to lead the School Leadership and Management (SLM) team, conduct research in the local context of Hong Kong, teach at the undergraduate and postgraduate levels, and supervise postgraduate dissertations and teaching practice in schools and contribute to the work of the Department.

Applicants should possess a PhD degree, be active in research in a relevant field and have related teaching experience in university and school settings. Applicants for the rank of Associate Professor or above should have a strong research and publication record, and substantial years of teaching experience and academic administrative exposure. A relevant teacher certificate will be desirable. Knowledge of Cantonese and the education system in Hong Kong will be an advantage.

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

ALUMNI AFFAIRS OFFICE

2. Assistant Manager (PR193-3/16-17)

The incumbent will be responsible for managing alumni publications (both monthly eNewsletters and bi-annual magazines) and communication materials as well as planning and implementing of alumni programmes that build a long term relationship with alumni.

Applicants should possess a recognised degree in Communications, Translation or Marketing with at least ten years of solid experience in the relevant field with at least two years in supervisory level. Applicants should have proven track record in publications and e-Communication platform, as well as event management, preferably with tertiary education background. Excellent command of written English and Chinese and willingness to work irregular hours are also necessary. The appointee is expected to be a self-starter and should have strong interpersonal, analytical, organisational, communication skills. He/She is also required to work with various faculties/departments to nurture a favorable environment for alumni relationship development.

Shortlisted candidates will be invited to attend a written test.

Those who have responded to the advertisement posted in February 2017 need not re-apply.

INTERNATIONAL OFFICE

3. Programme Officer (PR266/16-17)

The appointee's primary function is to organise, coordinate, and facilitate student integration on campus through targeted activities, programmes, orientation for exchange/international students and training for student ambassadors. Duties include (i) serving as lead coordinator for International Festival and Spring Festival; (ii) coordinating opportunities that enhance international-local student interactions, through venues that allow for meaningful exchanges and through targeted programmes; (iii) conducting effective outreach to student and campus groups to identify collaboration opportunities and foster cross-cultural understanding; (iv) evaluating student learning experiences; and (v) other duties as assigned by the supervisors. The job requires occasional duties in the evenings and on weekends and traveling overseas.

Applicants should possess at least a Bachelor's degree with a minimum of three years of work experience, preferably in related fields. An excellent command of written and spoken English is required. Applicants should be a self-starter with outgoing personality and positive attitude, passionate in working with students, attentive to details, and able to multi-task, work independently and under pressure. They should also have good organisational, communication and interpersonal skills. Applicants should also be student-oriented and a congenial team player. Overseas work and/or study experience will be an advantage.

Rank and salary will be commensurate with qualifications and experience.


Application Procedure:

Applicants are invited to write in response to the requirements and provide an updated curriculum vitae and/or fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. The completed application form should be sent to the same address. Please quote **PR** number on all correspondence. *For Post 1:* Applicants are requested to send in samples of publications, preferably three best ones out of their most recent publications, statements of teaching and research interest and recent teaching evaluation results. Applicants should also request two referees to send in confidential letters of reference to the Personnel Office direct. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will not be returned after the completion of the recruitment exercise unless upon request. *For Posts 2 and 3:* Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>. The University reserves the right not to make an appointment for the posts advertised, and the appointment will be made according to the terms and conditions then applicable at the time of offer.

Closing date for Post 1: **8 April 2017**

Closing date for Post 2: **21 March 2017**

Closing date for Post 3: **25 March 2017**



香港資優教育學苑

The Hong Kong Academy for Gifted Education

The HKAGE is looking to appoint as soon as possible:

1) Student Services Manager

in the Student Services Team (SSM:SST)

To develop and deliver relevant strategies, policies and services that secure the achievement of agreed HKAGE objectives under the supervision of the Executive Director; Candidates must have a Hong Kong degree or equivalent; plus a Postgraduate Diploma/Certificate in Education or equivalent would be an advantage; At least 6 years successful experience in developing student services with at least 2 years current practical experience in providing services such as admissions, registration, records management, student support, placement, and/or counseling;

2) Student Development Officer

in the Advanced Learning Experiences Division (SDO: ALED)


To assist the Head of ALED in strategic planning, implementation and evaluation; Candidates must have a Hong Kong degree or equivalent, at least 5 years post-degree work experience in related fields of education;

Full details of the post can be found on our website <http://www.hkage.org.hk>

Or by emailing Ms Wong at general@hkage.org.hk

Deadline for applications: **Friday 17 March, 5:00pm**

The HKAGE is an independent not-for-profit organisation, partially funded by government, to advocate and provide support services for students, teachers and parents 'For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check on a voluntary basis. Cost will be reimbursed by HKAGE upon successful employment. Data collected will be used for recruitment purpose only.



San Wui Commercial Society

YMCA of Hong Kong Christian School

SWCS YMCA of HK Christian School is a private primary school established in September 2013. Our school's vision is to nurture students in a child-friendly, Christian environment, and our school's mission is to encourage students to care for others, act with integrity, and enjoy learning. Our students benefit from a unique school-designed curriculum which incorporates elements of the UK and HK curricula.

SWCS YMCA of HK Christian School invites applications for the following position:

SEN Coordinator

(opening for April 2017)

• Possess Bachelor of Education, PGDE/PGCE

• Possess related qualifications in special education

• Possess 2 years related working experience in primary education


• Fluent in English

Interested parties please send applications, including a cover letter and full resume to recruitment@cs.edu.hk on or before 17th March, 2017. Please indicate in your cover letter that you are applying for SEN Coordinator.

Short-listed candidates will be contacted for an interview. All information provided will only be used for recruitment related purpose.

Address: 4 Kwong Lee Road, Sham Shui Po, Kowloon, Hong Kong

Tel: (852) 2761 1385 Website: www.cs.edu.hk



香港李寶椿聯合世界書院

LI PO CHUN UNITED WORLD COLLEGE OF HONG KONG

Li Po Chun United World College of Hong Kong is part of the United World College movement (www.uwc.org). The College comprises 256 students from about 80 countries, the vast majority on scholarships. The College is residential. The major educational focus of the College is holistic and experiential education based on the IB Diploma with an extensive afternoon/evening activities & service programme. Majority of full-time teachers live on the campus.

The College is seeking to appoint the following full-time IB Diploma Teacher:

To commence: August 2017


• Biology / Environmental Systems & Societies

More details are available at: www.lpcuwc.edu.hk

Closing date for application: **Tuesday 21 March 2017**

E-mail: job@lpcuwc.edu.hk

Personal data provided by job applicants will be used only for the purposes of recruitment at Li Po Chun United World College and will not be disclosed to any outside organisation.



香港大學

THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Faculty of Architecture

1. Tenure-Track Assistant Professor in the Urban Silk-Road

(Ref.: 201700179) (to commence from August 2017 or as soon as possible thereafter, 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)

The Faculty is seeking energetic and productive candidates to strengthen its capacity to engage in teaching and research related to the Urban Silk-Road, the historical and/or contemporary extension of Chinese cultural, architectural, trading and city-building influences across the Eurasia continent. This is part of a coordinated hire across four HKU Faculties (Architecture, Arts, Education and Social Sciences) to extend the University's urban China research and teaching capacity, with a specific emphasis on the urban Silk-Road. Applicants should hold a Ph.D. degree in a built environment or related discipline and have teaching and research experience in any one of the following subjects: architectural history, urban history, economic geography, urban planning, environmental planning, urban studies, sustainable regions and cities, landscape and ecology, transport and infrastructure. Those from the specialism within the above Built Environment disciplines are invited to apply. They should also have a track record of research, publications in prominent journals, teaching, and obtaining research grants. They should be able to demonstrate that their research engages not only with one or more countries in the Silk Road region but with the emerging phenomenon of the Belt and Road (aka One Belt One Road) as a policy, economic, cultural and urban phenomenon. This might include publishing papers on the Belt and Road, being funded by or having strong links with a Belt and Road agency and so on. Preference will be given to the candidates who can demonstrate that they have already achieved a degree of international reputation through their academic publications and other outputs and networking in one or more HKUrbanLab (the research arm of the Faculty) specialist fields (<http://www.arch.hku.hk/about/hkurbanlab-intro/>). This might mean, for example, researching the interface between urban planning and infrastructure development; the financial, economic, institutional, cultural and policy environment of infrastructure development; the impact of urban infrastructure on natural environments; hydrological and other ecological determinants of past, present and future settlement patterns and prospects in Belt and Road countries; big data approaches for monitoring and modeling urban and regional-scale social, economic or environmental impacts of Belt and Road infrastructure and cities; and so on. As well as specialized elective teaching, the appointee will be expected to teach one course in at least one other HKU Faculty and to contribute to cross-disciplinary teaching across the five departments/divisions of the Faculty (Architecture, Architectural Conservation, Real Estate and Construction, Landscape, Urban Planning and Design). He/She will join one of the 12 research groups comprising the HKUrbanLab. Applicants should send a completed application form together with an up-to-date C.V. to foaapp@hku.hk. They should also arrange for submission, to the same email address, three reference letters from the senior academics who are familiar with their academic and research background, skills and experience. **Closes April 10, 2017.**

Asia Global Institute

2. Managing Editor (at the rank of Assistant Registrar/ Administrative Assistant I (AR/AAI))

(Ref.: 201700270) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal subject to funding)


The Asia Global Institute (AGI) was established to generate and disseminate innovative thinking and policy-relevant research on global issues from Asian perspectives. The AsiaGlobal Online, an online journal devoted to bringing more Asian voices to the global debate, would contribute to fulfilling the overall mission of the Institute and offer synergistic values to the AsiaGlobal Fellows Program and other AGI activities. It will fill a gap by showcasing Asian perspectives on global issues and influencing policy makers towards a more constructive future. The AGI is inviting dynamic and passionate professionals to apply for the position of Managing Editor to launch this exciting initiative with the Institute. Applicants should be a native English speaker with at least 8 years' professional experience in managing and monitoring content across a variety of platforms (print, digital, mobile and video). They should have proven and exceptional copywriting and editing skills; outstanding communication and people skills and an outgoing personality; excellent project management, organizational, and time-management skills; and good knowledge of current trends and innovations in digital and social media. They should also be well conversed in current global affairs. Those with an interest in and knowledge of world history and background in scholarly work and book writing are preferred. The appointee will report to and collaborate with the Director of the AGI and set the strategy for launching the journal and planning and managing the twice-a-week publications. He/She will devise the strategy for the positioning, implementation and launching of the Asia Global Online journal; manage production schedules, topic/issue lineups, and editorial calendars in consultation with the Director and the editorial board to enforce deadlines; reach out to thought leaders, policy makers/advisers, and scholars to produce original content proactively for the planned topics/issues; solicit and obtain the best articles to be published; and manage editorial/production staff and budgets. Applicants should send a completed application form together with an up-to-date C.V. to agihr@hku.hk. **Closes March 31, 2017.**

Faculty of Dentistry

3. Instructor in Dental Technology

(Ref.: 201700199) (to commence as soon as possible, on a three-year fixed-term basis, with the possibility of renewal subject to mutual agreement)

Applicants should have wide experience in Dental Technology, preferably with comprehensive skills in Prosthodontic, Orthodontic, and Digital Dental Technology (such as orthodontic appliances, virtual models, digital set-up, CAD/CAM and 3D printing technologies), and possess at least two Advanced Certificates of the City and Guilds of London Institute in Dental Technology, or a University degree in Dental Technology, or equivalent. Recent experience in teaching Dental Technology and a demonstrable interest in research and development in the field would be an advantage. The appointee is expected to teach undergraduate and postgraduate students, participate in patient care and technique development, and contribute to administrative duties. Information about the Faculty can be obtained at <http://facdent.hku.hk/>. For general queries about the post, please contact Dr. E.H.N. Pow, Interim Discipline Co-ordinator of Prosthodontics in the Faculty of Dentistry, at ehnpow@hku.hk. Further information about the duties of the post, please contact Dr. W.K. Luk at wkluaka@hku.hk. Applicants should send a completed application form together with an up-to-date C.V. to dentalhr@hku.hk. **Closes May 31, 2017.**




ITS Education Asia has part time and full time teaching positions for:

Biology History

Native English speakers with subject relevant degrees ONLY. Experience in teaching UK, US and / or IB syllabuses preferred. Ability to teach a second subject to lower year groups an advantage.

E-application: www.itseducation.asia/recruitment-c.htm

HK Sch. Reg. # 566985 & 600733



ITS Education Asia has part-time positions available for:

P/T Playgroup Teachers

Training & full teaching support, Saturdays (additional classes to be added) starting end of March. Attractive salary for the right candi-date.

Native English speaker. HK permanent residents with appropriate qualifications (bachelors degree minimum) ONLY.

Apply online: www.itseducation.asia/recruitment-c.htm

HK Sch. Reg. #566985 & 578401

a) Native English / French / German / Japanese / Spanish Speaking Teacher

b) Primary / Secondary GM Teachers

(Various Subjects in P.1-S.6)

Wanted by an expanding EMI OSS school, beginning Mid-August 2017. Remuneration equivalent to government / aided schools. Extra MPS points may be given to newly-recruited teachers with outstanding qualifications and track record. Apply to **St. Margaret's Educational Organization, 33 Sham Mong Road, West Kowloon.** Please quote the post in the application and on the envelope. (Information submitted will be used for recruitment purpose only.)

Think International Kindergarten / Nursery


Experience Native Speaking English Teacher Wanted,

Job Location: Ma On Shan

Trained in ECE preferred

Resume can be sent to thinkg_mos@think.edu.hk

Personal data collected will be used for recruitment purpose only.



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

FACULTY OF ARTS

Department of Religion and Philosophy

Associate Professor / Assistant Professor (2 vacancies) (PR257/16-17)

The appointees are expected to teach courses at the undergraduate and possibly at postgraduate degree levels related to Religious Studies, Christian Studies, Chinese Religions, Philosophy, Ethics and General Education. They are also expected to conduct independent research in the fields of Religious Studies, Christian Studies, Chinese Religions, Comparative Religion, Philosophy, or Ethics as well as assist senior academic staff to supervise postgraduate students and research assistants. Departmental administrative duties will be required as assigned by the Department/Faculty.

Applicants should possess a relevant PhD degree with strong publication record and proven teaching experience at the tertiary level.

Initial appointment will be made on a fixed-term contract of three years commencing September 2017. Re-appointment thereafter is subject to mutual agreement and availability of funding.

Rank and salary will be commensurate with qualifications and experience.

Application Procedure:

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

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

Review of applications will begin on **1 April 2017** and until the positions are filled.

University Libraries

4. Research and Data Services Librarian (at the rank of Assistant Librarian I) (Ref.: 201700228) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

Applicants should have (i) a good university degree and a recognized professional qualification in library and information science (e.g. MLS or equivalent) OR a Master's degree or advanced degree relevant to the position; (ii) 5 years' post-qualification relevant experience in academic libraries OR an equivalent combination of relevant experience in working with research processes and scholarly communication; (iii) strong written and oral communication skills in Chinese and English; (iv) collaborative spirit in working with staff within the Library and the University community at large; (v) sound knowledge and understanding of the scholarly research process; (vi) knowledge and experience in bibliometrics and citation analysis tools; and (vii) knowledge and experience in major qualitative and quantitative data analysis software, such as NVivo, SAS, SPSS. The Research and Data Services Librarian is a member of the Information Services Division. The appointee will (i) facilitate and monitor the library's programmes to support the University's research activities; (ii) have oversight for the development of the HKU Scholars Hub; (iii) work collaboratively with the Head, Technology Support Services (TSS) and other library colleagues in developing, managing and marketing the research data services; (iv) provide advice, training, and consultation services for researchers on data management issues; (v) represent the Libraries to liaise with other data archives; and (vi) provide information services through various channels as directed by the Head, Information Services. Information about the post can be obtained at <http://lib.hku.hk/employment/RDSLbn170223.html>. Applicants should send a completed application form together with an up-to-date C.V. to libjobsr@hku.hk. **Closes March 18, 2017.**

Finance and Enterprises Office

5. (A) Administrative Assistant II/Executive Officer (Ref.: 201700267) (B) Executive Assistant (at the rank of Clerk II) (Ref.: 201700268) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

For post (A). applicants should have a good university first degree plus at least 3-5 years' work experience in administration. They should have very strong English writing skills, good organizational and interpersonal skills, and hands-on office IT experience. They should be highly motivated and meticulous, and able to work efficiently and effectively. Knowledge of human resource management as well as financial planning and administration would be an advantage. The appointee will assist the senior administrator of the office and provide administrative support in various aspects. He/She will undertake a wide range of duties, such as setting up meetings, serving as secretary at meetings, and drafting and editing documents. Candidates with less experience/qualifications may be considered for the appointment as Executive Officer. Shortlisted candidates will be invited to attend a written test. Applicants who have responded to the previous advertisement (Ref.: 201601448) need not re-apply. **For post (B).** applicants should have a Diploma or above with 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 3 years' relevant work experience. They should be mature and proactive, and have the ability to work independently; good computer and software applications such as MS Word and Excel; a good command of written and spoken English and Chinese (preferably with knowledge of Putonghua); and good interpersonal and organizational skills. Those with a formal secretarial training will have an advantage. The appointee will be responsible for general secretarial duties such as scheduling meetings, coordinating with external and internal parties, filing, answering phone calls, and will assist in other clerical duties. Applicants should send a completed application form together with an up-to-date C.V. to foeappt@fo.hku.hk. **Closes March 19, 2017.**

Information Technology Services

6. IT Manager/IT Officer (Ref.: 201700261) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

Applicants should possess a Bachelor's degree in Computer Science or equivalent, with at least 5 years' post-qualification experience in data management/information security (DM/IS) and has experience in 3 or more of the following areas: (a) DM/IS policy setting and implementation; (b) data protection and data leakage prevention; (c) deployment and management of IS equipment for protection of IT systems/network; (d) system/network security management and audit; (e) enforcing IS in enterprise environment; and (f) being a project leader and supervising team members. They should have a good command of written and spoken English and Chinese; good interpersonal and communications skills; good project management skills from service planning to deployment and support; demonstrated leadership ability; and problem-solving and analytical skills. Those with qualifications of CISSP, CISM, ISO27001, PRINCE2 and COBIT are preferred. The appointee will work in a team on institutional data management and information security policy formulation and enforcement; departmental IS assessment; planning/managing/implementing IS protection measures for IT systems/network; handling security breach incidents and investigations; and university-wide DM and IS awareness promotion. Applicants with less experience would be considered for appointment as IT Officer. Applicants should send a completed application form together with an up-to-date C.V. to itsjobs@hku.hk. **Review of applications will start from March 13, 2017 and continue until April 30, 2017.**

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointments on fixed terms will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 15% of basic salary for posts (1) to (4), and 10% of basic salary for posts (5) and (6). For posts (1), (2)-AR and (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 (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 and the subject of the e-mail the post applied for, and the reference number. The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.

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

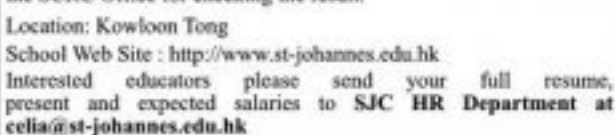
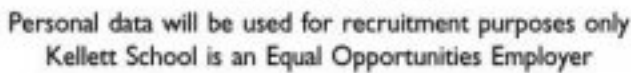


- *stem cells and cell-based therapies*
- *tissue engineering for regenerative medicine*
- *3-dimensional microphysiological tissue models*
- *translational and precision medicine*

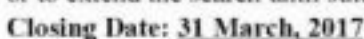
Applications will be considered until the posts are filled.

Appointment will normally be made on contract basis for up to three years initially commencing January 2018 or as early as possible, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.

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



 Classified Post



HOLISTIC APPROACH

招職

The Hong Kong Management Association
香港管理專業協會

 Classified Post

EDUCATION



St. Mark's School
PRINCIPAL

St. Mark's School is a grant school closely affiliated with Hong Kong Sheng Kung Hui. Founded in 1949, the School aims to provide students with a distinctive and high quality Christian education that promotes the spiritual, intellectual, moral, social, creative and physical development.

Applications are invited for the post of Principal of St. Mark's School commencing on 1st September 2017. The successful candidate should embrace the School's vision and mission, be able to uphold the School's tradition and reputation in facing the fast-changing society, have pertinent academic and professional qualifications, be proficient in both English and Chinese, possess excellent leadership and administrative skills, and have a passionate commitment to educating and nurturing the young generation.

The application with full resume of the applicant should be contained in a sealed envelope marked "Confidential" and addressed to:

The Chairman
Principal Selection Committee
St. Mark's School
c/o The Office of the Diocese of Hong Kong Island
Hong Kong Sheng Kung Hui
71 Bonham Road, Hong Kong

The application should reach the Office of the Diocese of Hong Kong Island at the aforementioned address on or before 5:00 p.m. Friday 24th March 2017. Personal data will be used confidentially and strictly for this recruitment only.



COSTUME SHOP MANAGER

The Costume Shop is located in the School of Theatre and Entertainment Arts within the Theatre Design Department. The postholder is responsible to the Senior Lecturer (Costume Technology) in the daily operation of the Costume Workshop, and also the Head of Production on production related matters. The postholder's primary role is to manage a busy and dynamic Costume Workshop within firm budgetary guidelines while aiding faculty, staff and students to work on Academy Productions; administer all operational facets of the Shop and work with faculty to realise the educational pursuits of the School. Knowledge in costume is essential, and experience in management of a costume workshop is expected.

Applicants should have:

- (a) An appropriate qualification in theatre arts or equivalent professional background experience in Costume for theatre, film, events, or theme parks;
- (b) Good knowledge of the operation of a costume workshop and the costume production process;
- (c) Strong organisational and communication skills;
- (d) Preferably, proven experience in administrative and coordination work; and
- (e) Good communication skills in both English and Chinese would be an advantage.

TERMS OF APPOINTMENT

Appointment will be made on a two-year contract, with possibility of renewal, subject to mutual agreement. A gratuity payment equal up to 10% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include leave, medical and dental benefits. Starting salary will be commensurate with qualifications and experience.

APPLICATIONS

Please apply in writing with full résumé, expected salary and copies of academic qualifications. Applications with reference code 'CosShM' clearly marked on the envelope should be sent to the **Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong**, or fax to 2584 8953 on or before **31 March 2017**.

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



香港大學
THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Centre for the Humanities and Medicine, Faculty of Arts

1. Tenure-Track Assistant Professor in the Humanities and Medicine (Ref.: 201700248) (to commence on September 1, 2017 or as soon as possible thereafter, on a three-year fixed-term basis, with the possibility of renewal and with consideration for tenure before the expiry of a second three-year fixed-term contract)

Applicants should have a Ph.D. degree and a proven track-record of research in any area that complements the Centre's existing strengths. In addition, teamwork skills are essential. As a key member of the Centre for the Humanities and Medicine, the appointee will be expected to help develop the Centre's interdisciplinary research programme and deepen links with the Faculty of Medicine. While primarily based in the Centre, he/she will hold a concurrent appointment in a relevant academic unit of the Faculty of Arts, where he/she will be expected to teach a half-load of disciplinary undergraduate courses and to teach postgraduate students. The University and the Hong Kong Research Grants Council provide substantial competitive funding for research projects of many kinds. Teaching development grants are also available to assist with the development of innovative undergraduate courses. Information about the Centre can be obtained at <http://www.chm.hku.hk>. Enquiries about the post should be sent to Dr. Robert Peckham (e-mail: rpeckham@hku.hk). Applicants should send a completed application form, a letter of application, a full C.V., and a writing sample of scholarly work, along with three reference letters sent by their recommenders to chm1@hku.hk. **Closes May 15, 2017.**

School of English

2. Tenure-Track Assistant Professor in English Linguistics/Language and Communication (Ref.: 201700275) (to commence on January 1, 2018 or as soon as possible thereafter, on a three-year fixed-term basis, with the possibility of renewal and with consideration for tenure before the expiry of a second three-year fixed-term contract)

The position is open to scholars working in any subfield of English linguistics or language and communication. Applicants should have a Ph.D. degree in a relevant discipline and an active research record, and be prepared to teach and supervise at the B.A., M.A., M.Phil. and Ph.D. levels. The appointee should be able to contribute to the teaching of both the English Studies programme and the programme in Language and Communication. Please note that the School is not involved in ESL teaching. Further details, including information about the School's research profile in language and linguistics, can be found at <http://www.english.hku.hk/>. Applicants should send a completed application form, together with a cover letter, an up-to-date C.V., a writing sample (one dissertation chapter or published article), and three letters of recommendation, in PDF format, directly to soesrapp@hku.hk. **Closes April 30, 2017.**

Department of Statistics and Actuarial Science

3. Assistant Professor/Lecturer in Actuarial Science (2 posts) (Ref.: 201700249) (to commence on July 1, 2017, on a one-year temporary basis)

The Faculty of Science is committed to gender equality and is looking to promote women in science as such the Faculty and the Department will particularly welcome applications from women who are currently under-represented at these levels. Applicants should possess a Ph.D. degree in Actuarial Science or related disciplines such as applied probability and statistics. For **Lecturer**, at least 3 years' teaching experience is required. Preference will be given to the candidates who have one or more of the following: (i) an actuarial qualification from a recognised professional body of actuaries; (ii) experience in the fields of actuarial science or related areas; and (iii) teaching experience in actuarial science, probability, stochastic calculus and mathematical finance. Those with less experience may be appointed as Lecturer. Enquiries about the post should be sent to Professor W.K. Li, Head of the Department (e-mail: hmtlw@hku.hk). Applicants should send a completed application form together with an up-to-date C.V. and a statement on teaching philosophy, which includes a portfolio of syllabi and descriptions of courses they have taught or co-taught, to saashr@hku.hk. They should also arrange for submission of three references from senior academics who are familiar with their teaching approaches, skills and experience to the same e-mail address. **Closes March 31, 2017.**

Estates Office

4. IT Technician in the Management Information Unit (Ref.: 201700276) (to commence as soon as possible, on a two-year fixed-term basis)

Applicants should have a recognized degree or higher diploma in Information Technology, Computer Science or related discipline; with at least 5 years' work experience in the IT industry, and solid experience in technical support and service delivery with hands-on knowledge in various system upgrades, migration and maintenance including web programming and applications. They should preferably have experience in Facilities Management System upgrade and solid experience in user acceptance test, system data conversion, gathering user feedbacks, coordinating with vendor, conducting users training, and preparing relevant documents etc. Knowledge of AutoCAD is a definite advantage. The appointee should have good interpersonal and communication skills (written and spoken English); be self-motivated, able to work independently and handle multi-task; and have a strong sense of responsibility. Applicants who have responded to the previous advertisement (Ref.: 201601689) need not re-apply. 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 March 25, 2017.**

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits. The appointments on fixed terms will attract a contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 15% of basic salary for posts (1) and (2), and 10% of basic salary for post (4). 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 (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/r-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. Please indicate clearly in the form and the subject of the e-mail the post applied for, as well as the field and level (if applicable), and the reference number. The University thanks applicants for their interest, but advises that only candidates shortlisted for interviews will be notified of the application result.

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GENERAL



LANDS DEPARTMENT

Estate Surveyor
(Civil Service Vacancy)

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

Closing Date for Application: 20 March 2017

Tel. Enquiry: 2231 3202 / 2231 3182

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.

A holding company in Central, with diversified overseas investments, invites applications for:

ASSISTANT FINANCIAL CONTROLLER

Requirements

- Degree holder with ACCA / HKICPA qualification or equivalent
- At least 7 years relevant experience in supervisory level
- Solid experience in accounting / audit / treasury and administrative work
- Mature and willing to work under pressure
- Excellent command of written and spoken English and Cantonese

ACCOUNTANT

Responsibilities

- Manage daily full sets of accounts and maintain proper internal control
- Assist in preparing various financial reports, accounting schedules for statutory audit and tax filings
- Carry out administrative duties
- Perform ad hoc assignments at multiple locations when required

Requirements

- UCC Accounting Higher Level or equivalent, and familiar with HK accounting standards
- At least 5 years' relevant working experience
- High proficiency in Microsoft Office application
- Good analytical and interpersonal skills
- Detail-oriented, able to work under pressure independently

COMPANY SECRETARIAL OFFICER

Responsibilities

- Provide full range of company secretarial services to companies incorporated locally and overseas in compliance with statutory and regulatory requirements
- Assist in organizing meetings of directors and shareholders
- Prepare statutory documents, circulars to directors and shareholders and minutes of meetings
- Maintain and update statutory records and proper filings
- Carry out ad-hoc assignments as required
- General office admin

Requirements

- Associates of ICSA with at least 5 years' post-qualification relevant experience
- Detail-minded, meticulous and able to work under pressure and independently in delivering quality works and meeting deadlines
- Good knowledge in the Hong Kong Companies Ordinance
- Excellent written English and Chinese is essential and good hands on knowledge in Microsoft Office applications is preferable
- Good command of spoken English and Chinese

We offer a competitive remuneration package to the right candidate. Please send full resume with current and expected salary email to personnel@ycsel.com.hk (Yeung Chi Shing Estates Limited)

GENERAL

ICAC
COMMUNITY RELATIONS DEPARTMENT

Assistant Commission Against Corruption Officer

Salary: ICAC Pay Scale Point 4 (HK\$20,345 per month) to ICAC Pay Scale Point 14 (HK\$36,295 per month)

Closing Date for Application: 17 March 2017

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at <http://www.icac.org.hk> for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION



香港房屋委員會
Hong Kong Housing Authority

Term Engineering Works Inspector

Salary: \$25,415 to \$41,200 per month (plus 15% contract-end gratuity)

Closing Date for Application: 17 March 2017

Tel. Enquiry: 2761 6170

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

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



Executive Secretary

Responsibilities:

- Provide professional secretarial support for Managing Director / Director, including personal and business affairs
- Manage the executive calendar and arrange daily appointments, meeting schedules and travel itineraries to ensure smooth arrangements
- Prepare correspondence, presentation materials, reports, translation and other documents
- Handle ad-hoc events and assignments

Requirements:

- Diploma / Degree holder in business administration or related disciplines
- At least 5 years solid experience in sizable organization serving senior executive
- Excellent command of both written and spoken English and Chinese (include Putonghua)
- Proficiency in MS Office applications and Chinese Word Processing
- High level of confidentiality, professionalism as well as mature manner with good interpersonal and communication skills at all levels are essential
- Detail minded, independent, well-organized and self-motivated

We offer 5 days week and an attractive package to the successful applicants. To apply, please send resume with expected and current salary in Word format via email to rr032017@gmail.com

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



The U.S. Consulate General is looking for high-caliber individuals with strong English skills for the following positions:

1. SAFETY PROGRAM COORDINATOR

2. ENGINEER/MAINTENANCE SUPERVISOR

For more information and to apply, visit our website: http://hongkong.usconsulate.gov/job_announcements.html

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by March 24, 2017.

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



EQUAL OPPORTUNITIES COMMISSION

The following position now exists in the Equal Opportunities Commission (EOC). Please visit our website (<http://www.eoc.org.hk>) for details.

Equal Opportunities Officer (Complaint Services)
(Monthly Salary of HK\$51,780 to HK\$65,150, Three-year fixed term contract)

Applications, **marked confidential and specifying the post applied for**, should be sent to the Head (Corporate Planning & Services), Equal Opportunities Commission, 19/F., Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong **on or before 18 March 2017**. Suitable candidates will normally be contacted in around 6 weeks from the closing date of application. Candidates who are not contacted may assume their applications unsuccessful. The information provided will be treated in strict confidence and will be used for employment purposes only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information about the Commission, please visit our website (<http://www.eoc.org.hk>).

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER



PROPERTY & CONSTRUCTION

Rocco Design Limited is seeking resident site staffs for the "East Kowloon Cultural Centre" project (Contract No. SS E510) in Kowloon Bay, Hong Kong. The minimum qualifications required for the posts shall be as follows:

Resident Senior Clerk of Works (RSCOW)

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic/ Hong Kong Polytechnic University/ Hong Kong Technical College/ Hong Kong Technical Institute/ Hong Kong Institute of Vocational Education, or equivalent.
- Minimum 10 years' relevant post-qualification experience.
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) /Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.
- Satisfying the minimum qualifications and experience required for Grade T3 of TCP under AP Stream for site safety supervision as detailed in the Code of Practice for Site supervision and the Technical Memorandum for Supervision Plans.

Resident Clerk of Works (RCOW)

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic/ Hong Kong Polytechnic University/ Hong Kong Technical College/ Hong Kong Technical Institute/ Hong Kong Institute of Vocational Education, or equivalent.
- 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 Examination (HKDSEE), or equivalent.
- Satisfying the minimum qualifications and experience required for Grade T3 of TCP under AP Stream for site safety supervision as detailed in the Code of Practice for Site supervision and the Technical Memorandum for Supervision Plans.

Resident Assistant Clerk of Works (RACOW)

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic/ Hong Kong Polytechnic University/ Hong Kong Technical College/ Hong Kong Technical Institute/ Hong Kong Institute of Vocational Education, or equivalent.
- 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 Examination (HKDSEE), or equivalent.

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 Examination (HKDSEE), or equivalent.

Resident Field Officer I (RFOI)

- Diploma in an appropriate discipline from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- At least 5 years' relevant post qualification experience including landscape projects, countryside / flora / wildlife field survey and management.
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE)/ Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

Labour Relations Officer (LRO)

- Attaining five subjects at grade "E" or above in the Hong Kong Certificate of Education Examination (HKCEE) (including Chinese, English (Syllabus B) and Mathematics) or equivalent.
[Notes : 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 Examination (HKDSEE) are accepted administratively as comparable to the qualifications as required.]
- 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.

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

Employment will be on contract basis tentatively commencing from May 2017. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment.

Interested parties, please send full resume giving details of qualification and experience, expected salary, date available and contact number to **Human Resources Department, Rocco Design Limited, 38/F AIA Tower, 183 Electric Road, North Point, Hong Kong** or email to **careers@rocco.hk**

Information provided will be used for the purpose of employment application only. All personal data of unsuccessful applicant will be destroyed within one year from date of receipt.

PROPERTY & CONSTRUCTION

AGC

architecture
urban design
interior

DESIGN LTD

創智建築師有限公司

AGC Design is a growing and design orientated firm, engaging in challenging and prestigious local and international projects, looking for talent and enthusiastic candidates joining us. Applicants are invited for the following positions for prestigious commercial project:-

Clerk-of-Works

- A Hong Kong or Technical Institute Diploma or Higher Certificate in Building Studies or equivalent.
- Seven years' relevant post-qualification experience.
- Grade E or above in Chinese language and English language (Syllabus B) in HKCEE, or equivalent.
- Experience in working on high-rise commercial building is preferred.

Employment for the above position will be on contract basis for an approximate period of 17 months commencing from April 2017 subject to the project requirements.

Interested parties please submit full resume giving details of qualifications and experience, expected salary, date available and contact number to **aubreyau@agcdesign.com.hk**.

Information provided will be used for the purpose of employment application. All personal data of unsuccessful applicants will be destroyed within one year from the date of receipt.

DAVID S.K. AU & ASSOCIATES LTD.

A well-established multi-disciplinary consulting firm since 1980 invites applicants for the following posts:

1. ASSISTANT ENGINEER/GRADUATE ENGINEER (CIVIL/STRUCTURAL/GEOTECHNICAL)

- Degree holder in Civil/Structural/Geotechnical Engineering
- 1-2 yrs' design experience preferred
- HKIE Scheme "A" Training for Graduate Engineer

2. JUNIOR SECRETARY

- Completion of DSE
- Basic knowledge in Microsoft Word & Excel etc.
- Provide Clerical Support to Departmental Secretary / Administrative Team

3. MESSENGER

- Completion of DSE
- performing outdoor activities such as mailing, document delivery, and bank-in cheque, etc.
- handle administration sundry duties
- Handle other duties as assigned by supervisor

Pls. send application with detailed resume, availability, present and expected salary by **Fax:2513-1828/Email:hrjob@daal.com.hk/mail to 15/F, 633 King's Rd, North Point, H.K.** Website: www.daal.com.hk

AGC

architecture
urban design
interior

DESIGN LTD

創智建築師有限公司

AGC Design Ltd is an established and design orientated firm, engaging in challenging and prestigious local and international projects, looking for talent and enthusiastic candidates joining us. Applicants are invited for the following positions for prestigious commercial project:-

Clerk-of-Works (Macau Project)

- A Hong Kong or Technical Institute Diploma or Higher Certificate in Building Studies or equivalent.
- Seven years' relevant post-qualification experience.
- Grade E or above in Chinese language and English language (Syllabus B) in HKCEE, or equivalent.

Employment for the above position will be on contract basis for an approximate period of 24 months commencing from April 2017 subject to the project requirements.

Interested parties please submit full resume giving details of qualifications and experience, expected salary, date available and contact number to **personnel@agcdesign.com.hk**.

Information provided will be used for the purpose of employment application. All personal data of unsuccessful applicants will be destroyed within one year from the date of receipt.

T: 2565 8822
E: classified@scmp.com

Classified Post

T: 2565 8822
E: classified@scmp.com

Classified Post

IE, SIU & CHUNG ARCHITECTS LTD.

ARCHITECTS ENGINEERS DEVELOPMENT CONSULTANTS

Clerks of Works

(2 year fixed contract subject to renewal)

- Diploma / Certificate or above in Building Surveying, Architectural/ Building Studies/Construction/related disciplines.
- At least 8 years of solid experience in handling on-site new building projects.
- Experience in the curtain wall system and fitting-out works of residential projects with high quality of workmanship is preferable.
- Familiar with construction sequence, monitoring site progress, work inspection and quality control
- Possess the Construction Industrial Safety Training Certificate (Green card) according to section 6BA(6) of the Factories and Industrial Undertakings Ordinance.
- Possess T3 qualification under the provision of Site Safety Supervision Plan under the Building Regulations or above.
- Act as TCP T3 for routine site supervision/monitoring for the project.
- Contract Period shall be 24 months subject to renewal.
- 15% Contract-End Gratuity.
- The working hours will be 9:00am to 6:00pm from Monday to Friday with a lunch break of one hour from 12:30pm to 1:30pm whilst on Saturday between 9:00am to 12:30pm.

Attractive salary and fringe benefits will be offered to the successful candidates. Please apply with full resume by email to **general@iscarch.com**

GENERAL

PSA

Perfect Steam Appliances Limited

Perfect Steam Appliances Limited is the leading OEM and ODM manufacturer of Personal & Beauty care and Household Appliances in Hong Kong. We are seeking caliber candidates for the following position.

Marketing Executive / Marketing Assistant

Job Duties and requirement:

- F.7 or above with minimum 3 years marketing experience in import/export business.
- Responsible for order management and shipment control
- Communication between overseas customers and factories independently
- Communication with overseas customers and follow up customer's inquiry
- Proficiency in PC skills (MS Word, Excel, PowerPoint) is essential
- Good command of written and spoken English, Chinese (Cantonese) and Mandarin
- Self-motivated with positive attitude and diligent.

Senior Accounts Clerk

Job Duties and requirement:

- Handle full sets of account
- Book-keeping and data entries
- Assist in daily work including daily receipts, vendors' invoices, petty cash, etc...
- Follow and monitor A/R and A/P, includes checking of the suppliers invoices, process payments
- Provide support in HR including staff leave record, recruitment and actives arrangement
- Assist in ad-hoc assignment if required
- Travel to Dongguan factory once a week
- F.5 or above with 3 years related experience
- LCC & I Higher
- Good command of written and spoken English, Cantonese & Mandarin
- Proficient in MS Word, Excel, Chinese Word Processing
- Attention to details, good communication skills with strong sense of responsibility
- Highly self-motivated, organized and independent
- Experience in handle of bank L/C and I/E documents
- Experience in shipping will advance considered

We offer competitive salary, double pay and 5 days work. Interested parties please send full resume, current and expected salary, and date available to **patrick@psal.com.hk**

Personal data collected will be used for recruitment purpose only

T: 2565 8822
E: classified@scmp.com

Classified Post

liChina

specialized in Investor Relations, Design, Copywriting, Publishing and Information Analysis, is looking for

Junior Designers

Full Time/Part Time

- F.5 or above
- 1 year relevant experience
- Strong design and creative sense
- Proficiency in FW, AI, Photoshop and Keynote/Pages/Numbers (three are software at Mac) will be an advantage

Please email your full resume and expected salary to **hr@ichinafund.com**

Part Time Native Japanese Speaking Assistant

Working in a Real Estate Agency in Happy Valley with or without experience

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A leading construction company is currently seeking personnel for the following position.

Commercial Director

The Role:

- To manage / lead / motivate the commercial and cost management teams;
- To review and monitor the project by project monthly cost reports;
- To produce the overall consolidated cost report for the project;
- To oversee the commercial management, including procurement, systems processes and procedures are implemented on a project by project basis and the Project Management System is properly implemented on each project;
- To identify any potential negative cost management trends and address with the senior management any necessary corrective action;
- To establish the claims strategy for the project and be aware of any potential contractor claims situations and implementation of mitigation measures.

The Candidate:

- Degree holder or equivalent in relevant discipline;
- Holder of Professional Membership or equivalent is highly preferable;
- Preference will be given to applicants having over 25 years of experience in the building construction industry and with a minimum of 10 years construction management or project management experience in managerial positions gained within building contractors or developers, 10 years of which was taking up a management role on large scale projects;
- Candidates must be self-motivated, have excellent leadership skills and be able to achieve / drive a team and work under pressure within a demanding environment;
- Possess excellent communication, presentation and interpersonal skills;
- Station in Macau is required;
- Occasional Travelling is required.

If you are looking for a challenging work opportunity which offers you excellent prospects, please send email to **macauhrd2017@gmail.com** to obtain an application form.

Interested parties, may contact us at (853) 6382 1362 for company details before applying.

(Data collected will be used for our recruitment purpose only)

ASPECT ASIA

Aspect Consulting Asia Ltd.

Aspect Asia is a dynamic and progressive consultancy delivering value added solutions to leading clients in the construction, civil engineering and utilities markets.




Due to an expanding workload, we are looking to recruit the following high calibre and motivated construction professionals to join our team:

Hong Kong (based in our Wan Chai office or on site)

- Senior Planner/Delay Analyst (minimum 10 years experience)
- Assistant Delay Analyst (minimum 5 years experience)
- Senior Claims Surveyors (5 years post qualification experience)
- Quantity Surveyors (recently qualified)
- Assistant Quantity Surveyors (minimum 3 years experience)
- Secretary/Administrator (minimum 4 years relevant working experience)
- IT Technician

All positions require a good command of written and spoken English.

Applications with a detailed CV including expected salary and availability to **Aspect Consulting Asia Ltd. Units A & B, 10/F Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong. Tel: (852) 2827 6068. Fax: (852) 2827 6168. e-mail: christie.chung@aspectasia.com.hk**



WSP Parsons Brinckerhoff has been appointed by the Civil Engineering and Development Department as the consultant for Agreement No. CE58/2012(HY) - Provision of Universal Access Facilities at Public Footbridges, Elevated Walkways and Subways Package 1 – Investigation, Design and Construction.

The retrofiting works under CV/2014/03, CV/2015/01 and CV/2015/08 include the provision of universal access facilities for footbridges, elevated walkways and subways by the provision of lifts. We now invite applications for the following Resident Site Staff positions:

Resident Works Supervisor I, Civil (Job ID# 33068)

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

Resident Works Supervisor II, Civil (Job ID# 32921)

- either (i) a Certificate from a Technical Institute or equivalent in an appropriate discipline;
- or (ii) completed a technician apprenticeship

Resident Clerical Officer (Job ID# 32920)

- either (i) at least 5 passes in previous HKCEE including English Language (Syllabus B), Chinese Language and Mathematics at grade E or equivalent;
- or (ii) at least 5 subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination in any combination of the following:
 - Level 2 in New Senior Secondary (NSS) subjects,
 - "Attained" in Applied Learning (ApL) subjects (subject to a maximum of two ApL), and
 - Grade E in Other Language subjectsincluding English Language, Chinese Language, and Compulsory or Extended Parts of Mathematics at Level 2 or above.
- Knowledge in computer operation with respect to Microsoft Word and Microsoft Excel with a Chinese word processing speed of 30 word per minute and an English word processing speed of 50 word per minute, also with the skill and technique of internet, electronic presentation skill and basic database programme; and
- At least 4 years of relevant experience in general office administration

Assistant Resident Engineer, Civil (Job ID# 30779)

- a University Degree in an appropriate discipline from a Hong Kong Institution or equivalent; and
- have relevant post-graduation practical training and /or experience in the relevant field

Resident Labour Relations Officer (Job ID# 33069)

- either (i) at least 5 passes in the Hong Kong Certificate of Education Examination (HKCEE), including Chinese, English (Syllabus B) and Mathematics at Grade E or above;
- or (ii) at least 5 subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination in any combination of the following:
 - Level 2 in New Senior Secondary (NSS) subjects,
 - "Attained" in Applied Learning (ApL) subjects (subject to a maximum of two ApL), and
 - Grade E in Other Language subjectsincluding English Language, Chinese Language, and Compulsory or Extended Parts of Mathematics at Level 2 or above.
- with full-time working experience on personnel management or human resources related duties and good job records; and
- good command of both oral and written English and Chinese; and
- good computer knowledge preferably with past experience on the operation of a computerized smart-card system; and
- preferably have completed a post-secondary certificate programme on human resources or personnel management

If you meet the above job requirements, you are invited to present your application via our job application system. Please visit our WSP Parsons Brinckerhoff website at <http://www.wsp-pb.com>. Click "CAREERS", "JOB OPPORTUNITIES", enter the Job ID# and then submit your resume stating your present & expected monthly basic salary and availability. OR post your resume quoting the Job ID# on the application and envelope to The Human Resources Department, WSP Parsons Brinckerhoff, Level 7, One Kowloon Building, 1 Wang Yuen Street, Kowloon Bay, Hong Kong on or before 25 March 2017.

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



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The Lok Sin Tong Benevolent Society, Kowloon
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HR and Admin Manager/ HR Officer

Duties:

- Lead the Admin Team to provide full spectrum of admin support to the company and subsidiaries, including general office administration, procurement and property management.
- Manage and support the overall HR duties, including manpower planning, recruitment, compensation and benefits, performance management, training and development.
- Formulate, implement and review human resources procedures and policies to ensure compliance of all stipulated legal requirements.
- Be responsible of communication, coordination and implementation of company meeting including monthly Board Meeting.
- Ad-hoc duties as assigned by supervisor.

Requirements:

- Degree in Human Resources Management or Administration Management, preferably with knowledge of ISO 9001.
- Over 5 years' experience in HR and administration management.
- Familiar with Employment Ordinance and all other HR related laws and regulations in Hong Kong.
- Good command in written and spoken English, Chinese and Cantonese.
- Self-initiative and detail-minded with good analytical, problem solving, interpersonal and communication skills.

Applicant with less experience may consider to apply for HR Officer.

Interested applicant should apply with detailed resume, current and expected salary by post to **Chief Executive, No. 61, Lung Kong Road** (Please specify on the envelope "Application for the post of HR and Admin Manager/ HR Officer") or email to hr@loksintong.org

(All personal data provided will be treated in strict confidence and used for recruitment purposes only.)



Head of Education and Public Programmes & Marketing Officer



The Museum, being committed to promoting a greater knowledge of Hong Kong, China & Asia's maritime heritage and the vital role that ships and the sea play, is seeking to fill the following two key positions:

(1) **Head of Education and Public Programmes.** The successful applicant will be an energetic educator who has worked in the non-government sector. He/She will possess broad skills in the management and guidance of education and community outreach programming, preferably in the science or heritage sectors. As a senior appointment, he/she would be directly involved in assisting the Museum Director with fundraising and audience development. Excellent English and Chinese language communications skills are desirable.

(2) **Marketing Officer.** The successful applicant will have at least 4 years' experience in the travel or non-government sector, promoting programs, activities or corporate communications, with an interest in pursuing a long term management role in the Arts and Culture sector. Excellent writing skills in English and Chinese are desirable.

A position description and annual report are at www.hkmaritimemuseum.org. Please send your CV and a letter of application to willycheung@hkmaritimemuseum.org.

Closing date: March 31, 2017



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

The University is now looking for a high calibre leader to drive transformational changes of PolyU's IT strategy and applications.

Leader of Information Technology

(Ref. 17030202-E2)

The Hong Kong Polytechnic University is inviting applications from seasoned professionals to provide vision, leadership and technological direction on the exploitation of information technology and systems in support of the enterprise goals of the University. Reporting to the Vice President (Administration and Business), the appointee will head the Information Technology Services Office (ITS) managing around 150 staff members to provide a full range of services to clients of the University at all levels. Please visit the website at <https://www.polyu.edu.hk/its/> for more information about ITS.

The appointee will be responsible for (a) providing vision, leadership and technological direction on the exploitation of information technology and systems in support of the enterprise goals of the University and creating sustainable competitive advantages for the University; (b) developing and implementing the University's information and communications technology (ICT) strategies and policies and services in alignment with institutional strategy and the operational objectives of the University; (c) advising Senior Management on all aspects of ICT services and drive the adoption of new information technology services to achieve institutional goals and objectives including the purchase of hardware/software solutions; creation of new systems and services; and the delivery of timely and comprehensive information support services for informed decision making at individual, departmental and management levels; (d) managing the design and implementation of university-scale enterprise systems projects involving administrative and academic stakeholders; (e) facilitating automation and re-engineering of existing business processes, identifying and developing the capability to use new tools and services and driving crucial ICT projects that streamline data flows, create synergies, ensure optimal performance in support of teaching, learning, research and administration objectives of the University; (f) setting strategic objectives and goals for ITS and ensuring efficient deployment of resources to meet these objectives and goals; (g) managing the day-to-day operations of the ITS in the provision of effective and efficient services to clients of the University at all levels; and (h) assuming any other responsibilities as required.

Applicants should have (a) a recognised university degree, and a relevant professional or postgraduate qualification; (b) proven experience in managing a large scale IT operation, with outstanding leadership skills, business acumen and strategic perspectives; (c) excellent knowledge of IT systems and infrastructure, superior analytical and problem-solving capabilities; (d) knowledge of advancements in IT services and thorough understanding of business principles; (e) excellent organizational, communication and interpersonal skills; and (f) proficiency in English which is necessary and capability in Cantonese and/or Putonghua being an advantage.

Remuneration and Conditions of Service

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

Application and Nomination

The Hong Kong Polytechnic University invites applications and nominations for this appointment. Review of applications and nominations will continue until the post is filled. The University is being represented by Asianet Consultants in this search. Please submit applications or nominations **on or before 27 March 2017** to:

Asianet

Mr Peter Liu
Senior Managing Director, Asianet Consultants
Email: polyu-dot@asianetconsultants.com
Tel: (852) 2530-0137

The information collected will be used for consideration of the application and for purposes relating to appointment. The University reserves the right not to fill the position or to make an appointment by invitation. The University Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

www.polyu.edu.hk

Opening Minds • Shaping the Future



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 posts:

Assistant Manager

(Macroeconomic / Financial Market Analysis and Research)

Key Responsibilities

- Provide administrative support to the Hong Kong Institute for Monetary Research, such as preparing meeting materials, publishing working papers and newsletters, maintaining computer/econometric software and databases, and providing support during conferences and seminars
- Assist in the analysis of monetary and financial developments in Hong Kong and other economies, providing econometric/quantitative analysis and data management

Requirements

- University degree or preferably postgraduate degree in economics, econometrics, statistics or a closely related field (e.g. finance)
- Experience in economic research, statistical analysis, and database management preferable
- Good English communication and writing skills, proficiency in Putonghua an advantage
- Good knowledge of quantitative analysis and practical use of computer/econometric software such as Eviews, Excel, Powerpoint, Chinese input, Gauss, Matlab etc
- Familiarity with Hong Kong economic and financial statistics an advantage

(Selected candidate may be seconded to work in the Hong Kong Institute for Monetary Research)

Officer (Banking Supervision)

Key Responsibilities

- Monitor media reports and other publications on developments in local and overseas banking sectors, assist in analysing the supervisory implication of these developments, and prepare and issue daily summary reports and ad hoc alerts
- Perform other duties as assigned to support the macro-surveillance function of the Banking Supervision Department

Requirements

- University degree or equivalent in banking, finance or related fields
- As least two years of experience in banking or other financial sectors. Experience in financial news/information research an advantage
- Good communication and interpersonal skills
- Good command of written and spoken English

Closing Date for Application: **18 March 2017.**

Please visit our website at www.hkma.gov.hk for more information about the posts.

YOUR CAREER

More work to do

Against the backdrop of International Women's Day this week came news that diversity policies are in danger of being relegated from 'must-haves' to 'nice-to-haves'



FEATURE

Women now hold one in four senior roles at companies around the world with Eastern Europe particularly standing out for efforts to enhance gender diversity, according to a global study by professional services firm Grant Thornton.

Women held 25 per cent of senior management roles in 2017 globally, up one percentage point from 2016, Grant Thornton said in a report issued in conjunction with International Women's Day, which was celebrated on March 8.

Eastern Europe fared well, with 38 per cent of senior roles held by women and only 9 per cent of businesses with no women in senior roles. Grant Thornton said the region owed some of its strong performances to the "legacy of communist principles which have placed women as equals for generations".

Russia was the only country in which every business surveyed had a woman on its senior leadership team, according to the report.

The findings for 2017 in the report were based on interviews done between July and December 2016. But experts said more needs to be done to level the playing field for women at every level of the corporate ladder.

The report noted that the percentage of companies that had no female participation at senior level globally rose by a percentage point in 2017 to 34 per cent.

Developed Asia-Pacific had a staggering 54 per cent of businesses that had no women in senior roles, and a proportion of senior management roles held by women of only 13 per cent.

In the US, the scenario remained unchanged from a year earlier – 23 per cent of senior roles were held by women and 31 per cent of businesses had no women in senior positions.

According to the report, geopolitical and macroeconomic uncertainties were pushing diversity down the list of priorities for companies. "Leaders are concerned with reducing costs and retaining talent, relegating diversity to a nice-to-have rather than a must-have," said the authors of the report.

Gender diversity has come under a fresh spotlight following recent allegations of sexual harassment and gender bias against ride-hailing company Uber in the US by a former employee.

Grace Cheong, vice-president of HR for Asia-Pacific and Japan at US tech company F5 Networks, said that despite news of gender discrimination in some areas, "great strides" had been made in raising awareness, especially on social media.

Diversity, Cheong said, underpinned ideas that were different as well as opened new avenues for business. "The digital economy has no respect of gender; it is an open marketplace," she said.

But for many female employees, especially in the technology sector, advancing to a senior role can be a challenge as the industry tends to be male-dominated, according to industry executives.

The impetus is on women to advocate for themselves, according to Sophie Guerin, diversity and inclusion lead for Asia-Pacific and Japan at Dell.

"But we recognise, particularly in the technology industry where men continue to remain in the majority of leadership positions, it's really about men needing to play a critical role in advocating for women as well," Guerin said.

Like many tech companies, Dell has undertaken initiatives to inject more diversity into its company culture. These include training its executives to understand unconscious biases that go beyond gender and look at disability, different ways of thinking, family background, sexual orientation and socio-economic status.

Sara Margulis, founder and CEO of HoneyFund, a wedding registry site where couples can register for honeymoon experiences as a wedding gift, thinks it's time for women already in leadership roles to advocate further gender parity.

"This is the time for women that are in those leadership roles to rise up and demand policy change," she said.

Grant Thornton, in its report, also recommended steps to have more diversity in leadership roles, such as implementing organisation-wide changes, creating conducive environments, and sponsoring more women to climb the corporate ladder instead of only offering mentoring.

Margulis said more needs to be done regarding the pay gap for men and women in similar roles, policies on maternity leave, and affordable childcare for working mothers. But, she said, government policies alone were not enough and that companies had to also amend their practices to make them more conducive for women.

"As we see corporations in societies around the world holding more power, we also need to see them rising up and taking more responsibility for the policies that will really make change for women when it comes to equality in the workplace," CNBC

We recognise particularly in the technology industry ... it's really about men needing to play a critical role in advocating for women as well

SOPHIE GUERIN, DIVERSITY AND INCLUSION LEAD, ASIA-PACIFIC AND JAPAN, DELL

CAREER GUIDE

Meeting of minds

A well-led meeting is not merely an example of a leader's skill in conducting meetings. Rather, meetings are leadership itself, and organisational culture itself. If we view meetings as "cultures", our approach towards them begins to differ significantly.

As an organisational consultant, I do conduct training on improving meetings in organisations; however, I always try to approach meetings in terms of organisational culture. One frequent objection to this approach is that changing an organisation's culture is a substantial and difficult project, and that it is far easier to focus merely on skills.

My response is that one must rather see this as an opportunity to sit down and define the characteristics of one's meetings, the symbol of one's corporate culture. People can lead their corporate climate in the direction they want by clarifying the corporate culture and meeting culture that they wish to have.

It goes without saying that when organisations do not have corporate cultures that fit their business strategies, the visions of their leadership, and the demands of their customers and industries, their competitiveness will regress and they will eventually become dysfunctional.

All in all, purposefully defining what a desirable meeting looks like in one's organisation is the simplest way to change organisational culture. Since meetings are the primary time when leadership is publicly executed, they define the way people in organisations work and follow. Thus, meetings give birth to the



Photo: Thinkstock

Design the meeting culture that your business needs and wants

philosophies and values with which companies approach their customers. Those companies that are generally recognised as having a desirable meeting culture achieved it as a result of pursuing a strong cultural perspective.

Design the meeting culture that your business needs and wants. I look forward to the day when CEOs view meetings as a reflection of their corporate cultures and their organisational DNA.

The Korea Times

Kim Jong-nam is an author and founding CEO of Meta Consulting.

CAREER TRACKER



Fabien Jeudy
SunLife Hong Kong
Jeudy has been appointed Sun Life Hong Kong's new CEO. He will be responsible for overseeing and growing SLHK's operations which include life and health insurance, wealth management, and its pensions business. Jeudy has over 27 years' experience across Sun Life's businesses in North America and Asia. He holds a bachelor of mathematics in actuarial science and is a fellow of the Actuarial Society of Hong Kong.



George Liu
Hong Kong Airlines
Liu has been appointed chief marketing officer of Hong Kong Airlines. He will be instrumental in leading the airline's branding, marketing, communications, and customer experience as it expands from a regional airline to an international carrier. Liu brings to the position over 25 years of solid experience in marketing and previously served as director, airline global brand and marketing at Boeing Commercial Airplanes.



NiQ Lai
Hong Kong Broadband Network
Lai is HKBN's new chief operating officer. Formerly the group's chief talent and financial officer, Lai, in his new role, will lead the sales and marketing operations for the residential market whilst he retains executive oversight of his previous responsibilities in finance, legal and talent engagement. Lai has a total of 24 years' experience in the telecoms, research and finance industries, and joined HKBN in 2004.

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CAREER DOCTOR

Where next for international CTO experience?

I am a telecoms CTO in my late 30s and have spent the majority of my career in Hong Kong. I have quite an impressive CV but the one thing I lack compared to some of my peers is international experience. In the next year or two I would like to find a CTO role overseas to gain international management experience, with an aim to move to a Fortune Global 100 company in the next six to seven years.



I think it makes sense to target roles in the US or Canada for my next step, but I'd like to hear whether you have any alternative suggestions – for example, is China experience on a CV considered by multinational recruiters as very attractive? I speak English, Cantonese and Mandarin. Hemat007

Your ambition to move to a Fortune Global 100 company is admirable and it is great that you have developed for yourself a structured plan to get to where you want. With globalisation, the world is flatter and international experience is something that many large corporations are definitely looking for. A recent Heidrick & Struggles study shows that close to 40 per cent of C-level executives at multinationals in Asia

Bernard Wong is a principal in Heidrick & Struggles' Hong Kong office. He is a member of the firm's industrial and consumer practices and leads the CIO centre of excellence for Hong Kong.

have worked in more than three continents or countries in their career.

Having management experience in China on a CV will definitely be a plus given the market opportunities it offers for many organisations. This is especially so in light of China's ascendancy as an economic power and its progress in science, technology and research.

However, while experience in China is invaluable to many large corporations, I would also recommend looking for opportunities to install yourself in a regional role for multinationals covering Asia-Pacific including China. This would allow you to gain valuable experience in managing diverse markets rather than looking for opportunities that manage localised markets. You can find many such roles overseeing APAC in cities like Shanghai, Hong Kong or Singapore.

The role of a CTO is rapidly changing from one that focuses solely on the IT infrastructure in a firm to one that involves greater involvement in management, technological innovation and disruptive

technology. The CTO's role is increasingly evolving to that of a senior business executive with a focus on technology.

Today, our clients tend to also look for CTOs who are able to take on more strategic responsibilities, so a CTO has to be able to make sound business decisions with strong knowledge in technology.

My advice to you is to be agile and mobile in order to adapt to constant change. You should also be able to look at technology with a business mindset and start honing your global mindset through taking up roles that oversee global rather than localised markets. Be a specialist in transformative or disruptive technology to give yourself an edge over your peers. Take it one step at a time and look at ways to enhance your value constantly.

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



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HOTELS, CATERING & TOURISM



Established in 1851, the Hong Kong Cricket Club (HKCC) is the oldest cricket club in Asia. With over 2,300 active members, HKCC is a leading sporting club that provides a broad and diverse range of sports and social activities in a green environment.

The Club is currently seeking qualified applicants for the position of:

GENERAL MANAGER

Reporting to the General Committee, the General Manager is responsible for the supervision of the day-to-day operations of the Club.

The ideal candidate will be a professional administrator with a strong interest in cricket, preferably with club working experience in Asia

The following attributes are necessary for the position:

- Knowledge in developing short-term and long-term planning for facilities management and sports development
- Strong administrative skills and a background in finance, budgeting, capital planning and internal controls
- Excellent interpersonal and communication skills and experience in dealing with a diverse membership and 200+ staff and coaches.

Please visit our website – www.hkcc.org for particulars of HKCC facilities.

The Club offers an attractive remuneration package to the successful candidate. Interested parties should send a full resume with expected salary and date of availability to The Hong Kong Cricket Club, Human Resources Department, 137 Wong Nai Chung Gap Road, Hong Kong or email to hbm@hkcc.org on or before 3rd April.

All information provided by applicants will be used for recruitment purposes only.



We invite high caliber candidates to fill the following positions:

Food & Beverage Manager

Banquet Sales Manager

Sales Manager / Assistant Sales Manager - Corporate Art Designer

Please forward full resumé with current and expected salary to:
Human Resources Department,
8 Pak Hok Ting Street, Shatin, Hong Kong
or Email: recruit@royalpark.com.hk

Attractive remuneration will commensurate with qualifications and experience.
Please visit www.royalpark.com.hk for more details.

Royal Park Hotel provide equal opportunities and welcome applications from all qualified candidates. Information provided will be treated in strict confidence and used only for recruitment related purposes within the group companies.
Applicants who do not hear from us within 3 months may consider their applications unsuccessful.

A subsidiary of Sun Hung Kai Properties Limited

GENERAL



GOVERNMENT FLYING SERVICE


Air Medical Nursing Officer (Auxiliary)

Allowance: HK\$63.1 per hour for the first eight hours. Daily pay is HK\$504.8.

Closing Date for Application:
16 March 2017

Tel. Enquiry: 2305 8356


Please visit **GFS website** at <http://www.gfs.gov.hk> for information about the post.




BANKING BONANZA

Classified Post always delivers solid earning power jobs

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ENGINEERING & TECHNOLOGY



J. Roger Preston Limited is seeking the following resident site staffs for the “East Kowloon Cultural Centre” project (Contract No. SS E510) in Kowloon Bay, Hong Kong. The minimum qualifications required for the posts shall be as follows:

Resident Senior Building Services Inspector (RSBSI)

- 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.
- 12 years’ relevant experience including 4 years’ working experience in the capacity of 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 Examination (HKDSE), or equivalent.

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

Resident 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.
- 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 Examination (HKDSE), or equivalent.

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

Resident 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;
- 3 years’ relevant post-qualification experience of site supervision of building services and E&M installation.
- A knowledge of English and Chinese equivalent to Form 3 (before 2012)/ Secondary 3 standard.

Employment will be on contract basis commencing from May 2017. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment.

Interested parties, please send full resume giving details of qualification and experience, expected salary, date available and contact number to **Human Resources Department, Level 11, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kowloon** or email to jrp@jrpl.com.

Information provided will be used for the purpose of employment application only. All personal data of unsuccessful applicant will be destroyed within one year from date of receipt.

AU POSFORD CONSULTANTS LTD.

A well-established multi-disciplinary consulting firm since 1989 URGENTLY invites applicants for the following posts:

1) ANALYST PROGRAMMER / PROGRAMMER

- To participate in GIS / IT project development and implementation
- To provide system maintenance and support services to customers
- Diploma / Degree holder in Computer Science or related disciplines
- Familiar with programming tools and databases including Microsoft Oracle, SQL Server, HTM/XML, JavaScripts, NET.VB etc
- Experience in Mobile application development, Android or iOS is an advantage
- Knowledge with GIS/CAD/BIM related software is preferable
- Good technical and analytical skills, able to work independently and under pressure
- Good command of written and spoken English and Chinese

2) GIS ANALYST / GIS PROGRAMMER

- To participate in GIS/IT project development and implementation
- To provide system maintenance and support services to customers
- Diploma/Degree holder in GIS, Computer Science, IT or related disciplines
- Familiar with GIS/CAD/BIM related software
- Preferably with relevant experience with programming tools and databases including Microsoft Oracle, SQL Server, HTM/XML, JavaScripts, NET.VB etc
- Experience in Mobile application development, Android or iOS is an advantage
- Good technical and analytical skills, able to work independently and under pressure
- Good command of written and spoken English and Chinese

Please send application with detailed resume, availability, present and expected salary by Fax: 2513-1828 or Email: hrjob@apcl.com.hk or mail to 15/F, 633 King’s Road, North Point, Hong Kong Website: www.apcl.com.hk



MANNINGS (Asia) Consultants Limited have been appointed as the consultant by the Civil Engineering and Development Department for the Contract IS/2015/01 - Improvement works at Tai O, Phase 2 Stage 1 (the Contract).

The Works for the Contract include construction of a public open space at the western end of Tai O Road, a public transport terminus (PTT), provision of a public car park and a cycle parking area, loading and unloading areas and provision on-street parking spaces at Lung Shing Street in Yim Tin and ancillary works, including lighting, drainage, utilities and landscaping works and the erection of traffic aids and railing.

We are now inviting applications for the following positions. The employment will be made in accordance with the prevailing Government’s terms and conditions. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and Public Holidays).

The following candidates should have:

(1) RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: D1198/RSOE/04)

- 5 passes or above in HKCEE (including English (Syllabus B) at grade E or above and Mathematics at grade C or above) or equivalent, plus a certificate from Technical Institute in an appropriate discipline with at least 3 years relevant post-qualification experience; OR
- Higher Certificate from Technical College or Diploma from Technical Institute or equivalent in an appropriate discipline

(2) RESIDENT TECHNICAL OFFICER (CIVIL) (Ref: D1198/RTO/06)

- 5 passes or above in HKCEE (including English (Syllabus B) at grade E or above and Mathematics at grade C or above) or equivalent, plus a certificate from Technical Institute in an appropriate discipline with at least 3 years relevant experience and knowledge and the knowledge with the government requirements on drafting technical drawings; OR
- Higher Certificate from Technical College or Diploma from Technical Institute or equivalent in an appropriate discipline with the knowledge with the government requirements on drafting technical drawings.

(3) RESIDENT LABOUR RELATIONS OFFICER (Ref: D1198/RLRO/07)

- Attaining five subjects at grade E or above in the HKCEE (including Chinese, English (Syllabus B) and Mathematics) or equivalent; AND
- Full-time working experience on personnel management or human resources related duties and good job records; AND
- Good command of both oral and written English and Chinese; and good computer knowledge preferably with past experience on the operation of a computerized smart-card system; AND
- Preferably completed a post secondary certificate programme on human resources or personnel management

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions. The possession of a Certified Worker Certificate (Confined Space) is an additional prerequisite for positions 1.

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

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

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

OR by e-mail to: hr@manningasia.com

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



Arup is a global firm of planners, designers, engineers and consultants with over 13,000 employees working in more than 90 offices across more than 40 countries. The firm is the creative force behind many of the world’s most innovative and sustainable projects. Our Asia offices employ over 3,000 staff and are engaged in prestigious multi-disciplinary projects covering buildings, infrastructure, transportation, structural, environmental and industrial areas.

We now invite applications for the following resident site staff positions for the “East Kowloon Cultural Centre” project (Contract No. SS E510) in Kowloon Bay, Hong Kong. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment. The incumbents may be required to work irregular hours and the actual arrangement will be determined by their supervisors.

RESIDENT STRUCTURAL ENGINEER (Job Number: HON00009H)

Qualifications & Experience required

- Registered Professional Engineer (Civil or Structural). For holders of qualification in the field of Civil Engineering Discipline, appropriate experience in structural engineering design and practice is required.
- 5 years of post-qualification experience in the field of excavation and foundation construction, and fabrication, erection and examination of key structural RC and steelwork elements on site.
- 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.

RESIDENT ASSISTANT STRUCTURAL ENGINEER (Job Number: HON00009J)

Qualifications & Experience required

- A bachelor’s degree in civil or structural engineering with relevant experience.
- 3 years of post-qualification experience in design/construction of excavation, foundation and RC/Steel superstructure 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.

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

Employment will be on contract basis commencing from May 2017 tentatively.

For interested applicants, please apply online via our career website at http://www.arup.com/Careers/Experienced_Hires/ApplyForAJob and search above Job Numbers on or before 17 March 2017.

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





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ENGINEERING & TECHNOLOGY

SOCIAL SERVICES

AECOM

Civil Engineering and Development Department
Contracts No. CV/2016/07 and CV/2016/08
Queen's Hill Development – Road & Drainage Works and Sewage Pumping Station Works

AECOM Asia Co. Ltd. invites applications for a range of Resident Site Staff (RSS) positions for the above two contracts on infrastructural works for proposed developments at Queen's Hill, Fanling adopting the New Engineering Contract (ECC Options A and B). The RSS team will be responsible for the contract administration and construction supervision of roads and drainage works including road widening / improvement, sewage pumping station and associated pipeworks, etc.

RESIDENT SURVEY OFFICER (QUANTITY) Ref. No: RSO(Q)/9984/WUD
RESIDENT SURVEY OFFICER (ENGINEERING) Ref. No: RSO(E)/9985/WUD

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

RESIDENT WORKS SUPERVISOR I (CIVIL) Ref. No: RWSI(C)/9986/WUD

- Candidates should have Certificate from a HKSAR technical institute or equivalent in an appropriate discipline or completed a technician apprenticeship; and with at least 3 years of relevant post-qualification experience.

RESIDENT WORKS SUPERVISOR II (CIVIL) Ref. No: RWSII(C)/9987/WUD

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

Conditions: Appointments will be made on Agreement Term with AECOM Asia Co. Ltd. in accordance with the prevailing Government's terms and conditions. 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), and to carry out supervision duties in China and / or overseas when required.

Interested parties please send full resumes with date of availability, contact telephone number and expected salary by **24 March 2017** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, NT.** or email to **siterecruiter-hk@aecom.com**. RSS positions reference number should be quoted on the applications and envelopes.

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.

AECOM

Expansion of United Christian Hospital

AECOM Asia Co. Ltd. invites applications for a range of Resident Site Staff positions for a hospital project under the Hospital Authority in Kwun Tong, Hong Kong. Appointment will be made on 2 years contract basis which may be renewed for a period to be determined before the completion of the current employment contract. The minimum qualifications required for the posts shall be as follows:

WORKS SUPERVISOR I (BUILDING) Ref. No: WSI(BLDG)/9982/CS

- 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.
- 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 Examination (HKDSEE), or equivalent.

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

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

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

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

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The Samaritan Befrienders Hong Kong
香港撒瑪利亞防止自殺會

PR and Fundraising Manager
(Ref: PC/M)

The Samaritan Befrienders Hong Kong is an organization with over 50 years serving history in Hong Kong. To enhance its ability in PR and Fundraising, the organization is looking for high caliber personnel to fill up the opened position.

Job Responsibilities

- Manage a small team to organize PR/ Fundraising programmes and events
- Formulate strategies and plans in PR/ Fundraising for the organization
- Promote the image of the organization

Directly report to the Executive Director, the applicant should possess the following requirements:

- A bachelor degree holder, preferably in Marketing, Communications or Journalism
- Ten year experience in public relations, corporate communications and fundraising capacity, in which at least 5 years in management position
- Proven track records in organizing public relations and fundraising events
- Familiar with online marketing with proven track records
- Good connections with private corporations are an advantage
- Strong sense of corporate communications and brand building
- Good command of Chinese and English
- Self-motivated, creative, independent, able to drive a small team and link up external resources

Remuneration will be offered according to qualifications and experience. Please send your CV with expected salary to **Unit 1, 3/F, Block B, Shui Tin House, Pak Tin Estate, Kowloon** or **admin02@sbhk.org.hk** on or before **24/3/2017**.

AECOM

Drainage Services Department Contract No. DC/2010/10
Sewerage in Ping Kong, Fu Tei Pai and Tai Wo

AECOM Asia Co. Ltd. - invites applications for a Resident Site Staff position for contract administration of the Sewerage in Ping Kong, Fu Tei Pai and Tai Wo. The works comprise construction of approximately 9 kilometers of gravity sewers in diameter 100mm to 375mm of village sewerage system at Ping Kong, Fu Tei Pai and Tai Wo. The works also include the civil works construction for two sewage pumping stations at Ping Kong and Tai Wo respectively.

ASSISTANT RESIDENT ENGINEER (CIVIL) Ref. No: ARE(C)/9983/WUD

- Candidates should have a recognized degree in civil engineering or equivalent in appropriate discipline.

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

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

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

GENERAL

Marymount Secondary School
PRINCIPAL
Required for September 2017

Marymount Secondary School (website: www.mss.edu.hk), a grant-in-aid girls' school, is sponsored by the Christian Life Community (Hong Kong), an international Catholic lay Ignatian community, with the mission to foster young people to be integrated persons of wisdom, care, love and compassion for others and with others. With the School's 90 years of living tradition, MSS always strives for Magis and aims at excellence in all-round education, with a strong emphasis on values education and service learning. Applications are now invited for this Principal 1 post. Applicants should possess the following minimum qualifications:

a) Master degree preferably in Education;
b) At least 5 years' experience in school administration at SGM or higher level.

The successful applicant will be a person of vision, with a strong commitment to quality education according to the ethos of the school, and the ability to take MSS to new heights in our development.

Applications with full resume should be addressed to:

The Supervisor
Marymount Secondary School, 123, Blue Pool Road, Happy Valley, Hong Kong

Applications must be received on or before **31st March, 2017** marked "Application for Post of Principal". Personal data will be used for recruitment purposes only and will be treated in strict confidence. Candidates not notified within one month should consider their application unsuccessful.

Classified Post

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Wednesday

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Dr. WH Yeung
General Manager of Professional Competence Development & Membership

Topic: Future-Proofing Financial Talent Strategies to Update Professional Competence
10.30 - 10.50am

UA Cinema Circuit Limited
Mr. Ivan Wong
Managing Director

Topic: More than Movies
11:00-11:20am

Thales
Ms. Flavia Tai
Customer Service Director

Topic: Diversity in Tech: Gender Equality in Thales
11.30 - 11.50am

Lane Crawford
Ms. Allison McLaughlin
HR Project Consultant

Topic: Creating a Delightful Employee Journey & Lane Crawford Graduate Leadership Programme
12.00 - 12.20pm

Hong Kong Institute of Human Resource Management
JP. Virginia Choi
Managing Consultant and Country Manager, Tamty McGill Consultants International Limited

Topic: Developing a Professional Career in Human Resource Management
12.30 - 12.50pm

Government Flying Services
Captain Bruce Wong
Senior Pilot (Helicopter Training)

Topic: Career Opportunities in the Government Flying Service
1.30 - 1.50pm

United Overseas Bank
Ms. Flora Chan
Head of Human Resources

Topic: Make your Mark
2.00 - 2.20pm

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

Topic: Career Incubation and Acceleration
2.30 - 2.50pm

SCMP

South China Morning Post

HEALTHCARE



香港浸信會醫院
Hong Kong Baptist Hospital

To cope with our expansion and development, we invite high calibre personnel to fill the following position:

Nursing Officer (Education)

- Master’s degree in Nursing / Nursing Education, Doctoral degree in Nursing / Health Sciences is preferable
- Registered Nurse (Hong Kong Nursing Council) with valid practising certificate / Midwifery is preferable
- Minimum 7 years of working experience in nursing education and/or clinical teaching or any health education
- Minimum 10 years of clinical experience in various specialties
- Proven knowledge and skills of education delivery and process
- Proficiency in writing policies, manuals or procedures
- Good interpersonal and communication skills, dynamic, independent and collaborative
- Good command of written and spoken Chinese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 **on or before 18 March 2017**.

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

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Job
For posts in Hospitals

1. Perform and supervise the medication-use process.
2. Direct the development, implementation and maintenance of clinical pharmacy services.
3. Plan, develop and deliver educational/training and development programs for pharmacy staff and other health care professionals.
4. Assist the Department Manager/Senior Pharmacist in the development and operation of pharmaceutical service.

For posts in CPO, HAHO

1. Assist Senior Pharmacist(s) to set professional standards, undertake clinical pharmacy and development activities, plan pharmaceutical services for new projects, carry out administrative duties and organize training programmes for all pharmaceutical staff.
2. Provide professional support in the development, implementation and maintenance of computerized pharmacy systems in various pharmacies.
3. Provide professional support in all financial, drug procurement and quality assurance activities.
4. Provide professional support to clinical toxicology and Chinese Medicine services.

Requirements

1. A Certificate of Registration and a valid Practising Certificate issued by the Pharmacy and Poisons Board, Hong Kong.
2. 4 years’ post-registration experience as a pharmacist# or 2 years’ post-registration experience as a pharmacist# plus a relevant postgraduate professional degree or equivalent.

#Experience acquired as a pharmacist after registration with recognised overseas registration authorities but prior to registration with the Pharmacy and Poisons Board of Hong Kong can also be accepted as post-registration experience.

Remarks

1. Appointment will be on contract terms for a period of 1 – 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. Required to work shifts or perform on-call duties.
3. The posting of the selected candidates will be decided by the Selection Committee.
4. Please submit application on-line together with full curriculum vitae and reference letter on or before **24 March 2017** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6336.

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 2 June 2017 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.

CORPORATE & LEGAL



消費者委員會
CONSUMER COUNCIL

Senior Legal Counsel (Ref. SLC)
Master Pay Scale Point 45-49 (\$105,880 - \$121,985)
3-year probationary contract

Candidates should:

- (1) be qualified barristers or solicitors holding a valid Practising Certificate and admitted to practice in the HKSAR with at least 7 years’ post-call or 6 years’ post admission experience;
- (2) be competent in conducting in depth legal work and studies, both independently and as a team player;
- (3) have a good grasp of civil litigation practice and procedure preferably with professional experience acquired in major law firm,
- (4) have the vision and passion to work as a consumer advocate; and
- (5) have excellent command of written and spoken English and Chinese including Putonghua.

Duties will include:

- (i) advising on all legal matters affecting the Council and its work;
- (ii) administering the Consumer Legal Action Fund;
- (iii) conducting in depth legal studies on issues of consumer protection; and
- (iv) performing other duties as assigned by the Management.

Terms of Appointment & Fringe Benefits:
Appointment will be offered on 3-year probationary contract. Fringe benefits include paid leave, medical insurance, MPF and housing benefit.

Application forms are available on the council’s website <http://www.consumer.org.hk>. Interested parties are invited to apply to the Head of Human Resources Division by sending the completed application form and a resume together with a cover letter explaining why they consider themselves suitable for the position by **29 March 2017**. Applications should be sent in a sealed envelope marked "Confidential – Application for Employment" and including the post reference to 22/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong. Alternatively, applications enclosing the required information may be sent by e-mail to recruit@consumer.org.hk.

Candidates not invited for interview by the end of April 2017 may assume their applications are unsuccessful. The information provided will be used for consideration of job applications only.

SALES & MARKETING

GENERAL

Market Development Manager

Requirements:

- Degree in Mechanical Engineering or equivalent;
- Min. 5 years of experience in Sales & Marketing in manufacturing industry; printing knowledge preferred.
- Able to demonstrate a strong desire to succeed
- Energetic and sales oriented
- Good communication skill, well organized, strong analytical mind and proactive.
- Good command of written and spoken English and Chinese including Mandarin;
- Immediate available or short notice period is highly preferable;

Responsibilities:

- Grow sales turnover in the APA region;
- Develop customer base and business partners;
- Develop and implement marketing strategies and promotion ideas.

Interested parties, please send email: admin@kfcl.hk to obtain application form.

Crawford (Hong Kong) Ltd.

Due to market growth, Crawford Hong Kong is looking to recruit as follows :-

Report Checker

- Responsible for proofreading reports and correspondence, quality control maintaining for adherence to formats and standards
- Support and perform other administration duties as assigned by Manager from time to time
- Excellent command of spoken and written English required
- Proofreading experience preferable

Salary will be commensurate with qualifications and experience Please send resume with current salary, expected salary and date available to crawford.hk@crawford.asia.

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Ivan Wong
Managing Director
UA Cinema Circuit Limited



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





Timeline:

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Registration
Now till
Mar 14

First interview
Mar 15

Final interview
Mar 22 - Apr 7

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

Post-programme coverage
Jun 24

How to apply

1. Sign up via <https://careerforum.scmp.com/shadow-a-ceo-programme> on or before Mar 14.
2. Submit your résumé and a short essay of maximum 350 words entitled "Why I should be selected for the Shadow a CEO Programme" by March 14 (12 noon) to classifiedpost@scmp.com, and bring a hardcopy to the event.

Note

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

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GOVERNMENT

EDUCATION BUREAU

Non-Civil Service Contract Vacancy

Division : Education Infrastructure Division

Post Title : Assistant Project Officer

EDB Job Code : EDB/EI/059/17

Salary : \$35,772 per month (Gratuity: 10%) (Contract Period : 1 year)

Duties : (a) To process and assess Quality Education Fund (QEF) applications and prepare project agreements for approved projects; (b) To assist in processing batch work of QEF applications; (c) To assist in organising / conducting QEF promotion and dissemination activities; (d) To monitor the progress of funded projects; (e) To liaise with other internal sections / divisions and departments and answer enquiries on matters related to QEF applications and funded projects; (f) perform any other duties as directed by the supervisors; and (g) To pay visits to relevant schools / organizations and when necessary, work overtime / irregular hours.

Entry Requirements : (a) a Hong Kong bachelor's degree and a certificate in education from a Hong Kong tertiary educational institution, or equivalent [see Note (i)]; (b) met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note (ii)]; (c) at least four years' post-degree full-time working experience in education [see Note (iii)]; (d) good interpersonal and communication skills; and (e) good knowledge in the application of information technology in education.

Closing date of application: 24 March 2017

Note : (i) Candidates should state clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications. (ii) 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. (iii) Candidates should state the nature and relevancy of the post-qualification experience.

How to apply : You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>). To apply, please send the completed application form to the address below on or before the closing date for application. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>).

Address : Quality Education Fund Secretariat, Education Infrastructure Division, Education Bureau, Room 403, 4/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong

Enquiries Telephone : 2123 6033



DEPARTMENT OF JUSTICE

Law Translation Officer

(Civil Service Vacancy)

Salary: Master Pay Scale Point 32 (HK\$62,225 per month) to Master Pay Scale Point 44 (HK\$99,205 per month)

Closing Date for Application: 17 March 2017 (6:00 p.m. Hong Kong Time)

Tel. Enquiry: 2867 4809 / 2867 5014

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.

GENERAL


A well established manufacturing company in Kwai Chung invites applications for the following post :

SENIOR SECRETARY

- University degree or diploma
- Good command of written and spoken English and Chinese (including Mandarin) and proficiency in PC skills
- Responsible for following up projects, samples and orders.
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- Independent, hard working and willing to work overtime
- Willing to make business trip to Asia, America and Europe
- Minimum 3 years working experience in related field

Interested parties please send fax no. : 2489-1159 or send to e-mail: personnel@heligear.com.hk to obtain an application form.

Personal data collected for recruitment purposes only.



香港特別行政區立法會
LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

LEGISLATIVE COUNCIL SECRETARIAT

Information Technology Officer

The mission of the Legislative Council Secretariat is to provide efficient administrative, secretariat and research support for the Legislative Council, enhance community understanding of the activities of the Council and ensure an effective avenue for redress. The Secretariat is looking for a high calibre individual to fill the position of Information Technology Officer.

Main duties

The main duties of an Information Technology Officer include:

- (a) managing the daily operation of various electronic and information and communication technology ("ICT") systems;
- (b) conducting system analysis, design, application development, implementation and deployment, testing, procurement as well as user training;
- (c) assisting in the preparation of funding and budget proposals;
- (d) maintaining system interfaces for electronic systems and ICT services; and
- (e) monitoring the quality of services and the performance of outsourced vendors.

The appointee will be required to work irregular hours subject to operational needs.

Entry requirements

Candidates should:

- (a) have a recognized university degree in electronic engineering/computer engineering/computer science, or equivalent;
- (b) have at least six years' relevant and hands-on working experience in planning, design, application development, programming, implementation, installation, integration, testing, maintenance and operation of electronic/ICT systems ^{Note};
- (c) have excellent command of written and spoken Chinese and English; and
- (d) possess very strong analytical, communication, negotiation and supervisory skills, and be able to lead junior team members to deliver timely and quality electronic/ICT services.

^{Note} Microsoft Windows Server 2012/2016, software development technologies such as Microsoft SQL Servers 2012/2014/2016 databases and ASP.NET 4.5/4.6 application development environment.

Preference will be given to those who possess the following information technology professional certifications: MCSD/MCSE/MCSA.

The Secretariat may devise further criteria to shortlist applicants.

Remuneration

The starting salary is \$51,780 per month, increasing by five annual increments to \$65,150. There is also a monthly cash allowance for the rank of Information Technology Officer (the current rate is \$1,210 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

Applications should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 20 March 2017. The position applied for should be indicated on the envelope, and an email address should also be provided in your application. Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview within eight weeks from the closing date may assume their applications unsuccessful.
(A standard application form may be downloaded from the Legislative Council Website (<http://www.legco.gov.hk>))

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Legislative Council Secretariat. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

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GOVERNMENT

Civil Service Vacancy

AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Senior Artisan

Salary : Master Pay Scale Point 8 (\$18,840) to Master Pay Scale Point 10 (\$21,255) per month

Entry Requirements : Candidates should (a) have at least 6 years' experience in an appropriate trade in relation to construction and maintenance of Country Parks facilities, carpentry or vegetation management; (b) be able to communicate in Cantonese/Chinese and simple English, read simple Chinese and English, and write simple Chinese or simple English; and (c) pass a trade test.

*(Note : (1) Priority will be given to candidates who have registered under the Construction Workers Registration Ordinance (Cap. 583).
(2) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will be taken into account only if two candidates are considered equal in all other aspects.)*

Duties : A Senior Artisan is mainly deployed on (a) supervising the construction and maintenance of Country Parks facilities and performing skilled construction and maintenance/repair work; (b) designing, making and installing Country Parks furniture and other timber products; (c) carrying out large-scale carpentry, concrete, painting, carving, welding and masonry work; (d) arranging for utilisation of timber materials and application of chemicals for timber conservation; (e) operating and monitoring machines, construction plants, tools and equipment; (f) fighting hill fire; (g) carrying out plant propagation and production and seed collection; (h) planting and maintaining trees and plantations as well as managing vegetation; and (i) driving Government vehicles when necessary. (Note :May be required to work in remote places with difficult access; work in inclement weather or during typhoon; work irregular hours and/or shift duties.)

Terms of Appointment : A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

How To Apply : Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department and any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (<http://www.csb.gov.hk>). Completed forms should reach the following enquiry address of the recruiting department on or before the closing date for application. Please mark on envelope the title of the job applied for and ensure that sufficient postage is paid. On-line application can also be made available through the Civil Service Bureau's web site (<http://www.csb.gov.hk>). Applications which are incomplete, late or submitted by fax / email will not be considered. Candidates who are selected for trade test / interview will normally receive an invitation in about eight to ten weeks from the closing date for application. Those who are not invited for trade test / interview may assume that their applications are unsuccessful. For enquiries, please contact Personnel Section at 2150 6687.

Address and Enquiry Tel : Agriculture, Fisheries and Conservation Department, 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Enquiry Tel: 2150 6687)

Closing Date for Application : 17 March 2017

General Notes :

- (A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (B) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (C) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (D) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (E) The information on the maximum pay point is for reference only and may be subject to changes.
- (F) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (G) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (H) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting.
- (I) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.
- (J) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (K) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

T: 2565 8822
E: classified@scmp.com

Classified Post

GENERAL



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:

Office of Research and Knowledge Transfer Services
Technology Liaison Officer (Ref. 170000EQ) (closing date: March 21, 2017)

Applicants should have (i) a PhD degree in Science or Engineering; (ii) at least 1 year's post-doctoral work experience, preferably in relevant fields; (iii) a high proficiency in written and spoken English and Chinese (including Putonghua); and (iv) an outgoing and sociable personality. Possession of an MBA degree or experience in business development will be advantageous. Duties include (a) performing Research and Development scouting and partnering functions; (b) identifying and promoting CUHK research projects for technology transfer opportunities; (c) working proactively with faculty members and research staff to secure and develop intellectual property according to market demand; and (d) building business partnership with industry and external organisations for technology commercialisation. Appointment will be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

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

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INNOVATION AND TECHNOLOGY COMMISSION

Manager (Corporate Communications)

(Salary : HK\$43,000 - HK\$50,000 per month, depending on qualification and experience)

Entry Requirements :

Candidates should have –

- (a) a degree from a Hong Kong university, or equivalent, in Business Administration/ Marketing/Communications/Public Relations/Journalism/Languages/Translations or other related disciplines [see Note(1) and (2)];
- (b) strong oral and written communication skills in both Chinese and English, with level 3 or above in both Chinese and English language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note(2) and (3)];
- (c) at least six years of solid working experience in corporate communications, public relations or marketing related field, preferably in innovation and technology related industry [see Note(4)];
- (d) at least five years' experience in supporting senior executives for profile management, speech and corporate message writing, and marketing presentations [see Note(4)];
- (e) strong project management skills with demonstrated ability to multi-task and set priorities within tight timelines; and
- (f) good understanding of market practice in the use of new media and planning of social media strategy, preferably with online platform management and social media promotion experience.

Note :

- (1) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
- (2) Completed Application Forms, together with copies of (i) certificates of academic qualifications; and (ii) HKDSEE/HKCEE/Common Recruitment Examination results, should reach the enquiry address below on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application).
- (3) For the purpose of appointment of Non-Civil Service Contract Staff, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (4) Candidates must list the nature and relevancy of the post-qualification experience in a separate curriculum vitae (CV).
- (5) Shortlisted candidates will be required to sit for a written test.
- (6) The position is open to both male and female applicants.

Your application will NOT be considered if your qualifications do not fully meet any of the entry requirements (a), (b), (c) and (d) by the closing date for application.

Duties :

The Manager (Corporate Communications) will take up duties related to the organisaion and implementation of various corporate communications and public education initiatives. He/She will be deployed to :

- (a) promote public awareness and and foster an innovation and technology culture in the community through effective deployment of corporate communications, social media , publicity and public education programmes;
- (b) effectively collaborate with external stakeholders to manage corporate relations events with the community, interest groups, academia, NGOs and stakeholders;
- (c) prepare high quality corporate materials including newsletters, speeches, website, corporate messages and presentation materials for senior management;
- (d) assist the section head to oversee the production of newsletters, publications, professional collaterals, videos and online communications as well as invitation management of external engagement;
- (e) support the senior officials in preparation of meeting materials for external committees and LegCo panel meetings;
- (f) develop social media strategy and contents to increase traffic and engagement in the social media platforms; and
- (g) support the overseas collaboration projects on branding and promotions.

Terms of Appointment :Two years non-civil service contract terms

Fringe Benefits :

- (a) A gratuity may be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. Such gratuity, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, may add up to 15% of the total basic salary drawn during the contract period.
- (b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity leave/ paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

How to Apply: Application Forms [GF 340 (Rev 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Services Bureau's website (<http://www.csb.gov.hk>). **Applicants should provide a curriculum vitae (CV) including a summary of present and previous employment, positions, jobs and responsibilities. Copies of academic qualification certificates and record of present and previous employment should also be provided.** Completed forms should reach the enquiry address on or before the closing date for application, with the envelope clearly marked with "For Application of Manager (Corporate Communications)". Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post. As invitations will be issued via e-mail, applicants should provide an accurate e-mail address and ensure that their e-mail accounts can receive incoming e-mails properly. Candidates who are selected for interview will normally receive an invitation in about ten to twelve weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Applications may NOT be considered if late, incomplete (e.g. without provision of CV or copies of academic qualification certificates and record of present and previous employment as mentioned above), submitted by fax or email, or if it is not clear from your statements that you have met the entry requirements for this position.

Enquiry Address and Telephone : The Human Resources Section, the Innovation and Technology Commission, 20/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. For enquiries, please call 3655 5965.

Closing Date for Application : 17 March 2017

General Notes :

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting criteria.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates with their applications by mail to the above enquiry address.
- (h) Non-civil service vacancy information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk> and the Innovation and Technology Commission Homepage at <http://www.itc.gov.hk>.

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Through the joint venture partnership with Hearst, SCMP Hearst publishes the Chinese editions of **Cosmopolitan**, **CosmoBride**, **Harper's BAZAAR**, **Harper's BAZAAR Art**, **Harper's BAZAAR Bride**, **Esquire**, **ELLE**, **ELLE Men**, **ELLE Wedding**, **ELLE Decoration**, and **ELLE Accessories**; and operates Cosmopolitan.com.hk, Cosmogirl.com.hk, Harpersbazaar.com.hk, ELLE.com.hk and EsquireHK.com in Hong Kong.

With an expanding business across a number of print and digital platforms, we are looking for candidates of high caliber to fill the following positions:

Editorial

1. Experienced News Sub-Editors (Ref: CTL-ED-SE)

The SCMP is expanding and we are looking for talented, experienced and passionate sub-editors with online and print skills for our Business, China, International and Culture news desks.

Responsibilities & Requirements:

- Editing, checking facts, rewriting and improving copy with care and sensitivity and ensuring copy is error-free
- Crafting top-notch SEO and print headlines, standfirsts and captions
- Ensuring all stories have the appropriate, accurate and eye-catching visual elements
- Using analytical tools to make sure the right stories are delivered in a timely way
- Curating skills to help manage homepages

- Minimum 5 years of experience in a real-time online news operation, a wire service or a newspaper is essential: **no beginners considered**
- Financial news experience, preferably in China, required for Business desk position
- Experience in editing news of China policies, macro-economy and international relations required for China Desk
- International news and commissioning experiences would be ideal for International desk position
- Experiences in editing lifestyle, entertainment and social issues, required for Culture desk position
- Awareness of media law and legal dangers in copy, and of social media as a news dissemination tool
- Strong familiarity with the Asia context of news
- Can-do attitude with top-notch English subbing skills and zero tolerance for errors in grammar, spelling and content
- Solid news judgment and the ability to communicate clearly and concisely
- Capable of turning around raw copy fast when needed and the patience and good humour to work constructively with reporters for whom English is a second language

2. Senior China Business/Finance Writers (Ref: CTL-ED-SCBW)

We are looking for a top notch, versatile senior writer to deliver a range of business topics from the region surrounding the world's second-largest economy for a global readership. The position can be based in Hong Kong, Beijing or Shanghai. Be prepared and be willing to travel wherever the story takes you.

Have a keen nose for news, ability to crunch numbers and analyze data, the temperament to interview and extract comments from non-English speakers, and the skills to weave reporting into coherent narratives.

Responsibilities & Requirements:

- Deliver the best business coverage from Asia's most important financial market for a global readership
- Plan, prepare and organize different packages of medium- and long-term story ideas, based on your own reporting and interviews by our entire team of reporters
- Spot trends and get the stories behind the news and behind the personalities driving China Inc
- Must be familiar with business news coverage, from commodities to financial markets to property

- Degree holder with at least 5 years' reporting experience, and with a proven track record of delivering exclusives and deep analysis on Chinese companies and financial markets
- Top notch English writing skills and the ability to deliver to deadline are absolute musts
- Good knowledge of the economies of mainland China, Hong Kong and Taiwan as well as the companies that operate in the region
- Must be able to conduct an interview in Mandarin, and be able to read a document written in Chinese
- Able to work with our online news organization that also publishes a daily newspaper, ideally have some experience straddling the two formats
- Self-starting professional and team player, willing to pitch in where needed and take on any task

3. Experienced China Reporters (Ref: CTL-ED-CR)

Responsibilities & Requirements:

- Bring the news with coverage of China macro-economy, politics and/or international relations to the world via our print and online editions.
- Interviewing people in a range of different circumstances
- Build contacts to maintain a flow of news in the specific area
- Seeking out and investigating stories via different contacts, press releases and other media
- Attend press conferences and asking questions
- Conduct exclusive interviews with government officials and corporate executives
- Answer the phones on the news desk and reacting to breaking news stories, write and research accurate stories

- Degree holder in Journalism with 5 - 8 years of relevant working experience
- Good knowledge about the nation's history and its social, economic and political developments
- Good contacts for articles about China's politic/and or international relations
- Good English writing skills, Putonghua speaker is strongly preferred
- Travelling to Mainland is required

Advertising & Marketing Solutions

4. Account Manager / Senior Sales Executive (Ref: CJY-AMS-AM)

Responsibilities & Requirements:

- Formulate and implement sales strategies for key advertising sectors for newspaper
- Develop and maintain positive, strong relationships with new, existing and lapsed advertising clients and agencies
- Work with the team in promoting existing products and in the development of new products across print, digital and marketing solutions using consultative selling skills

- Degree holder preferably in Business Administration, Economics, Marketing, Advertising, Communications or related disciplines
- Minimum 3 - 5 years of relevant working experience, preferably in sales or account servicing
- Proven track record of generating print and online advertising revenue
- Solid experience in giving professional presentation to senior management level
- Fluent English and Cantonese. Putonghua will be an asset
- Self-motivated, results-oriented, aggressive, confident & sociable

5. Manager, Event (Ref: CJY-AMS-SME)

Responsibilities & Requirements:

- Assist to drive event team operation efficiency and new business development
- Distill the brand & marketing strategy and develop effective and innovative event concepts for clients
- Develop competitive analysis and formulate strategic business plan
- Manage profitability of the business

- Degree holder with at least 8 years of event management experience
- Solid project management abilities, as well as strategic intelligence for account retention and to initiates potential clients for new business opportunities
- High-caliber leadership experience in marketing initiatives, PR & event management
- Dedicated team player with a strategic mindset, and strong client acquisition techniques
- Strong communication and presentation skills
- Fluent in English and Cantonese, Mandarin would be preferable

6. Assistant Manager, Event (Ref: CJY-AMS-AEE)

Responsibilities & Requirements:

- Support event team to deliver client projects in a timely and professional manner
- Handle small scale event projects independently
- Work with other team members to conduct market research to identify opportunities for events and solicit new businesses from existing clients
- Liaise with clients to ascertain their precise event requirements
- Develop effective and innovative event concepts

- Degree holder preferably in Marketing, Communication, Business or related disciplines
- Minimum 5 years of relevant working experience, preferably in PR/ advertising agency specialized in advertising, integrated marketing campaigns and pitching new business
- Good interpersonal and communication skills, well organized and attention to detail
- Good command of written and spoken English and Cantonese, Mandarin would be an advantage

7. Chinese Editor, Specialist Publications (Ref: CJY-AMS-SME)

Responsibilities & Requirements:

- Plan, write, execute and manage the Chinese content and production schedules of SCMP's bespoke publications as well as the newspaper's bilingual editorial products
- Manage production budgets, freelance writers and vendors, ensure that all products meet high standards of quality and accuracy
- Oversee artwork, design and photography for relevant publications
- Generate content ideas with writing staff and freelancers, create new concepts for both bespoke publishing (print and online) and SCMP special reports
- Work closely with sales team to identify new opportunities for growth and revenue
- Able to handle uploading of digital content and management of social media accounts where applicable

- Degree holder with at least 8 years in a reputable media company
- Strong relationship with a network of freelancer writers, stylists and industry experts
- Significant knowledge of lifestyle topics including art, food and wine, fashion, cars, etc.
- Exceptional Chinese writing/editing, communication, and research skills are essential. Self-motivation and ability to meet tight deadlines
- Online editorial skills and experience
- Excellent leadership, interpersonal and teamwork skills, while also being able to work independently
- Able to communicate in English

- ▶ **8. Deputy Editor, Specialist Publications**
(Ref: CJY-AMS-DESP)

Responsibilities & Requirements:

- Assist the Editorial Director in the day-to-day running of the department and ensuring quality of products. Ensure that all products meet high standards of quality and accuracy
 - Help plan, write, execute and manage the content and production schedules of SCMP's bespoke publications as well as the newspaper's special reports, native advertising and editorial products. Oversee artwork, design and photography for relevant publications
 - Manage production budgets, freelance writers and vendors
 - Generate content ideas with writing staff and freelancers, create new concepts for both bespoke publishing (print and online), native advertising and SCMP special reports
 - Work closely with sales team to identify new opportunities for growth and revenue
 - Able to handle uploading of digital content and management of social media accounts where applicable

- Degree holder with at least 12 years in a reputable media company
 - Strong relationship with a network of freelance writers, stylists and industry experts
 - Significant knowledge of lifestyle topics including art, food and wine, fashion, cars, etc
 - Exceptional writing/editing, communication, and research skills are essential, as are self-motivation and ability to meet tight deadlines
 - Online editorial skills and experience
 - Excellent leadership, interpersonal and teamwork skills, while also being able to work independently
- ▶ **Digital Innovation & Technology**

▶ **9. Analyst Programmer**
(Ref: CAF-DIT-AP)

Responsibilities & Requirements:

- Participate in business application development and enhancement
 - Responsible for system maintenance and trouble-shooting to ensure systems reliability
 - Gather and analyze business requirements and propose sound solutions
 - Perform application testing and liaise with internal users and external vendors to ensure deliverables meet requirements
 - Communicate and coordinate with users to provide systems support

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 4 years experiences' in programming
 - Experience in Data Analytics Project and delivery of technically complex IT projects preferred
 - Proficiency in PHP & MySQL and knowledge in HTML, CSS, JavaScript, JQuery. Knowledge in Oracle EBS, Oracle DB, JAVA, Eclipse, AJAX AND JSON definitely be an advantage
 - Excellent presentation skills with the ability to explain technical details effectively
 - Highly motivated individual that encourage team cooperation and able to carry out the tasks with minimal supervision and meet tight deadlines
 - Good command of both spoken and written English and Cantonese. Mandarin would be preferable

▶ **10. Software Engineer**
(Ref: CAF-DIT-SWE)

Responsibilities & Requirements:

- Work with other analyst programmers and software engineers to carry out program coding based on specifications and requirements
 - Carry out effective programming and assist in development of detailed test plans and test cases
 - Conduct testing, develop testing tools to support the execution of tests and reporting of test results, and product test reports for test being conducted
 - Provide day-to-day support on major system applications

- Higher Diploma or above in Computer Science or related discipline with minimum one year working experience (fresh graduates will also be considered)
 - Knowledge in MVC, PHP, MySQL, JavaScript, JQuery, CSS, and HTML is a must
 - Knowledge in Jasper Reports, Oracle, PL/SQL, Java, J2EE, JSP, VB, and VBScript would be an advantage
 - Experience in Salesforce, SugarCRM and other CRM systems would be an advantage
 - Good command of both spoken and written English and Cantonese

▶ **11. QA Engineer, Mobile**
(Ref: CAF-DIT-QAE)

Responsibilities & Requirements:

- Daily testing of iOS, Android, Apple TV, Web applications. Monitors and tracks resolution of defects
 - Develops test plans, testing resource requirements, and overall scheduling of testing activity. Executes test cases/scripts to ensure delivery of quality software applications, including Usability, Integration, Regression, and Performance Testing
 - Develops manual and automated test cases and configurations needed to meet testing of business requirements
 - Builds and maintains automated testing tools, automated build processes and test environments
 - Designs, monitors, and analyses quality assurance metrics such as defect, defect counts, test results, and test status
 - Identifies opportunities to adopt innovative testing technologies and techniques. Works with mobile developers to drive improvements in code quality via manual and automated testing

- Degree holder in Software Engineering, Computer Science or related discipline with solid experience in unit testing, functional testing, regression testing, UI automation testing, web service / API testing, and mobile device compatibility testing
 - Knowledge of scripting and command line tools. Experience in working with testing automation tools
 - Good understanding of test case management, version control & defect tracking, plus mobile user experience
 - Experience in Unix/ Linux environments, Continuous Integration and Continuous Delivery
 - Experience in working in Agile SCRUM team would be a plus
 - Strong interpersonal skills and a team player who is self-motivated and willing to further their knowledge by exploring new technologies. Flexible, proactive, should be able to handle fast-paced environments
 - Good command of both spoken and written English and Cantonese

▶ **12. Multimedia Art Director (Digital)**
(Ref: CAF-DIT-MAD)

Responsibilities & Requirements:

- Design and develop websites and digital products (across desktop, mobile and tablet including both browsing and native app) from creative strategy, concept development to design production as well as ongoing optimization and enhancement
 - Ability to work independently from early conception phase all the way through to execution as well as having the ability to work collaboratively on projects with team members of other disciplines (e.g. Web Development, Native App Development, Product Management and Analytics)
 - In some cases defines and in all cases implements web design parameters, style guides and visual standards
 - Work closely with front-end development team to achieve accurate, platform-independent versions of designed layouts and functionality
 - Provide art direction and technical solution to junior designers

- Diploma or above in Digital Design or equivalent disciplines with minimum 5 years of related experience in the digital creative field and be well-versed in UX design methodology
 - Excellent sense of design/style with passion to explore creativity through interactive media. Highly organized with extreme attention to detail
 - Experience in designing multiple platforms and various functions of a commercial web site as well as designing interfaces for mobile devices (iOS and Android)
 - Highly proficient in Sketch and Adobe Creative Suite (Photoshop / Illustrator / Animate / AfterEffects) and other multimedia software on MAC platform with impeccable design fundamentals (type, image, color)
 - Basic knowledge in HTML5, JavaScript, CSS, Drupal, app development tools will definitely be an advantage
 - Candidate with less experience would be considered Assistant Art Director / Senior Web Designer

▶ **13. System Engineer**
(Ref: CAF-DIT-SE)

Responsibilities & Requirements:

- Responsible for development and operations (DevOps) works on cloud platforms
 - Design, build and maintain development tools such as industrial standard continuous integration system, source control system, and system monitoring tools
 - Assist the system architect in infrastructure design and server related operational works to ensure the technical feasibility of infrastructure
 - Optimize server components to help application for maximum speed and scalability
 - Conduct research and integrate suitable tools for the team

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 3 years of system maintenance experience
 - Expertise in cloud computing cluster design and familiar with Git
 - Programming experience is a must. Language such as Golang, Python, Ruby or Java
 - Good understanding of web development flow and comfortable with command line environment and shell scripting. Experience in implementing projects on Drupal, and node.js would be beneficial
 - Flexible, proactive and able to work under fast paced environments. Excellent analytical skills in problem identification and resolution
 - Good command of both spoken and written English and Cantonese; Mandarin would be an advantage

▶ **CPjobs.com**

▶ **14. Account Manager, Digital**
(Ref: CFL-SCP-AM)

Responsibilities & Requirements:

- Understand the recruitment needs of key clients and propose customized solutions for cpjobs.com
 - Conduct client visits and presentations with the view to ultimately close deals and grow usage
 - Retain and expand customers base in terms of revenue and usage, achieving sales target and KPIs
 - Provide excellent pre-sales and after-sales service to direct advertisers, advertising agencies or recruiters

- Degree holder preferably in Human Resources (HR) Management or related discipline
 - 3 to 4 years working experience in sales or account servicing
 - Experience in HR related / recruitment industry is an asset
 - Track record of achievement with positive attitude and strong drive to succeed
 - Self-motivated, result-oriented, aggressive, confident and sociable
 - Fluent English and Cantonese; Mandarin is an asset

▶ **Newspaper Engineering Services**

▶ **15. Engineer, Mechanical Engineering**
(Ref: CFL-NES-EME)

Responsibilities & Requirements:

- To assist and carry out preventive maintenance works assigned by the Engineer mostly in day shift (For printing & related machines)
 - To assist and carry out corrective maintenance works assigned by the Engineer during mid and night shift (For printing & related machines)
 - Store house and stock taking routine for spare parts
 - Able to write simple maintenance reports in English & Chinese

- Diploma or Vocational Institute graduate in Mechanical Engineering
 - Minimum 8 years' experience in mechanical engineering field with at least 3 years' at supervisory level
 - Good knowledge of use workshop machines, such as turning and milling machine
 - Able to do welding works is prefer
 - Strong teamwork leadership, time management and problem-solving skills

Work location for positions 1 – 6 will be at Causeway Bay office; positions 7 – 15 will be at Tai Po office, shuttle bus service is provided.

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.

Please mark 'Private & Confidential' and quote reference.

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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