

MOVING SWIFTLY ON

Eddie Chang of Wesurance on a career in various spheres

> SECTION 1



CAREER TRACKER

Keep up with the latest corporate appointments

> SECTION 1

ALL IS FAIR IN LOVE AND WAR

Is it worth battling with friends for a coveted promotion?

> SECTION 1





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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 and environment, science and engineering, humanities and social sciences, law, veterinary medicine and life sciences.

Applications and nominations are invited for :

- (1) **Professor/Associate Professor/Assistant Professor (Translation and Interpretation) in the Department of Linguistics and Translation** [Ref. C/463/00]
Duties : Teach and supervise students at both undergraduate and postgraduate levels; undertake administrative duties in course development, student activities and academic program management; and conduct quality research. The post is a substantiation-track position.
Requirements : A PhD in Translation Studies or related disciplines. Ability to undertake research and teaching in Translation and Interpretation, particularly in the following areas: translation theories and methodologies, literary criticism, bilingual literature, cross-cultural studies, legal translation, and consecutive and simultaneous interpretation is required. Excellent teaching and professional experience with international exposure and establishment, strong research and administrative ability, and a proven record of publications are preferred.

(2) **Visiting Fellow in the Department of Public Policy**
post (a) - appointment for 12 months with possibility of extension [Ref. C/R/133/00]
post (b) - appointment for 12 months [Ref. C/R/134/00]
Duties : Contribute to teaching and teaching-related activities at both undergraduate and postgraduate levels, specifically on Housing and Urban Studies related courses for **post (a)** and sustainability related courses (such as Business and Environment, and Industrial Ecology) for **post (b)**. For both posts, the appointees are expected to be active researchers and contribute to the broader intellectual project of the Department in terms of publications, seminars, workshops and research proposals.
Requirements : For **post (a)**, a PhD/Master's degree in related disciplines, with ability to teach in more than one of the following areas: Housing Policy, Housing Management, Housing Economics, Housing Finance, Housing Management Practices, Urban Policy, Sustainable Cities and Urban Planning. Proven ability to produce high quality publications is required for candidates with a PhD. Working experience in related fields and membership of related professional bodies are required for candidates with a Master's degree. For **post (b)**, a PhD in Public Policy or related disciplines, with ability to teach in more than one of the following areas: Environmental Policy and Sustainability, and Policy Analysis. Evidence of teaching ability (including student evaluations) and proven ability to produce high quality publications are required.

(3) **Graduate Teaching Assistant in the Department of Accountancy (Appointment for 12 months)** [Ref. B/R/777/00]
Duties : Assist in preparation of teaching and research materials, assessment of student assignments and projects, and student supervision; and perform any other duties as assigned.
Requirements : A good honours degree in Accounting. Familiarity with teaching, ability to work independently, willingness to help, and active learning attitude are required. Teaching background/knowledge and experience as a Teaching Assistant are preferred. (Those who have responded to the previous advertisement in February 2018 need not re-apply.)

(4) **Part-time Lecturer in the Department of Applied Social Sciences (Appointment for 2 months)** [Ref. C/R/131/00]
Duties : Teach quantitative and/or qualitative research methods for postgraduate students.
Requirements : A PhD/Master's degree in Psychology/Social Sciences/Statistics, with 1-2 years' teaching experience in research methods, statistics or related classes. Candidates are expected to provide teaching evaluation reports to support good/excellent teaching. Doctoral students are welcome to apply.

(5) **Part-time Lecturer in the Department of Asian and International Studies (Appointment for 7 months commencing from June 2018 with possibility of extension)** [Ref. C/R/132/00]
Duties : Teach Korean language courses (Introductory to Advanced level), develop teaching materials, and undertake assessment tasks.
Requirements : A relevant Master's degree, with native or nearly native fluency in Korean and ability to conduct lessons in English. Teaching experience at tertiary level is preferred.
(For enquiries, please contact Ms. Julia Han, Coordinator of Korean Minor via email at ctjulia@cityu.edu.hk)

Salary and Conditions of Service

Salary offered will be competitive, commensurate with qualifications and experience. For **post (1)**, initial appointment will be made on a fixed-term contract; excellent fringe benefits include gratuity, leave, medical and dental schemes, and relocation assistance (where applicable). For **post (2)**, terms of appointment will be based on the current visiting remuneration package. For **post (3)**, fringe benefits include leave, medical and dental consultations at the campus clinic.

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 : hrojeb@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>, and include a current curriculum vitae. For **post (1)**, nominations can be sent directly to the Department (tinachoy@cityu.edu.hk). Those shortlisted for the post of Assistant Professor will be requested to arrange for at least 3 reference reports sent directly by the referees to the Department, specifying the position applied for.

Closing date for application :

For post (1) : the screening process will continue until the positions are filled
For posts (2) & (4) : 7 April 2018
For post (3) : 23 April 2018
For post (5) : 14 April 2018

Applications will receive full consideration 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 49th, and 4th among top 50 universities under age 50 (QS survey 2018); 1st in Engineering/Technology/Computer Sciences in Hong Kong (ARWU survey 2016); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2016).

westKowloon

西九文化區

The West Kowloon Cultural District, located on a dramatic harbour-front site in the heart of Hong Kong, is one of the largest cultural projects in the world, blending art, education and open space.

Our vision is to build a vibrant cultural quarter for Hong Kong, dedicated to bringing local and international artists together with audiences to be inspired by and to celebrate the arts.



To jointly realise this vision and be part of Hong Kong's cultural history in the making;

We are now looking to hire the right talent and professionals who are interested in pursuing their career in arts and culture sector;

WKCD is offering a career not just a job because everything you've ever wanted in a career is right here.

We are now seeking experienced, high-caliber individuals with energy and passion to join the Authority in the following roles:

Senior Manager, Finance (Project)	Manager, Procurement and Contract Compliance
Manager, Museum Security	Manager, Performing Arts (Learning and Participation)
Assistant Manager, Procurement	Assistant Manager, Performing Arts
Financial Analyst (Reporting)	Financial Analyst (Enhanced Financial Arrangement)
Development Officer	Administration Officer
Human Resources Officer (Staffing and Development)	Human Resources Officer (Compensation and Benefits)
Personal Secretary	

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

www.westkowloon.hk



HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following position:

Manager - Banking Policy (Accounting Specialist)

Key Responsibilities

- Monitor international banking policy developments, focusing on accounting and auditing-related matters
- Work on projects related to macroprudential policy and wider regulatory issues, covering the perspectives of global developments as well as local implementation
- Develop and implement local regulatory policy frameworks for banks, specifically taking into account the developments in accounting and auditing standards
- Support IFRS 9-related policy issues
- Prepare briefings on the developments in accounting, auditing as well as other policy matters, particularly of macroprudential relevance, and their implications for banks

Requirements

- University degree in accounting, economics, finance, mathematics or related fields
- At least three years' relevant experience
- Strong knowledge of accounting / auditing-related banking regulatory matters
- Experience in macroprudential and other regulatory issues a definitive advantage
- Excellent organisational, analytical and communication skills

Closing Date for Application: 16 April 2018.

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



香港浸會大學 HONG KONG BAPTIST UNIVERSITY

The vision of Hong Kong Baptist University (HKBU) is to be a leading liberal arts University in Asia for the world delivering academic excellence in a caring, creative and global culture. Through a holistic approach to education, complemented by a comprehensive international learning programme designed to broaden students' horizons and global outlook, HKBU strives to unlock students' creative potential and equip them with knowledge and skills required for today's globalised world. The University has a student population of around 11,000 with a broad range of undergraduate and postgraduate programmes offered in its Faculty of Arts, School of Business, School of Chinese Medicine, School of Communication, Faculty of Science, Faculty of Social Sciences and Academy of Visual Arts. The University currently has a staff strength of more than 3,400 inclusive of full-time and part-time.

CHAPLAIN'S OFFICE

Chaplain (PR316/17-18)

Since the founding of Hong Kong Baptist University, the Chaplain's Office, which is operated with the support of donations, has played an important role in maintaining a Christian presence and heritage of the University. The Office provides quality pastoral care services to the University community, including students, staff and alumni.

The Chaplain will formulate strategies and plans for chaplaincy ministry in the University, and to organise and supervise Christian programmes and activities on campus in support of the educational mission of the University.

Applicants should have good academic qualifications, preferably a higher degree in pastoral ministry, theology, divinity or Christianity studies and be an ordained pastor with extensive experience in pastoral care and counselling, and an excellent communicator. Capability of working with different denominations, maintaining good relationship with local and overseas churches, Christian organisations and religious groups is important. Experience in fundraising will be a definite advantage.

Salary will be commensurate with qualifications and experience.

Application/Nomination Procedures:

Applicants are invited to submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). Nominations with contact information of suitable candidates can be sent to recruit@hkbu.edu.hk. More information about the University is available on the Web at <http://www.hkbu.edu.hk>. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

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

Review of applications/nominations will begin on 23 April 2018 and will continue until the position is filled.

Hong Kong Baptist University is committed to creating a diverse environment and is an equal opportunity employer

POWER PROFILE



DIFFERENT STROKES

Eddie Chang, founder and CEO of Wesurance, is taking his tech expertise into a whole new domain, write **John Cremer**

HIGH FLYERS

It takes real drive to start a successful business, but to repeat the trick and then do it again in a completely different field takes a very special set of skills. Eddie Chang has done just that, and his latest venture, a financial start-up providing “insurtech” products and services on a mobile platform, looks set to take Hong Kong’s insurance sector into a whole new era.

“I saw great opportunities to simplify the way people buy insurance policies and make claims, believing it should keep pace with the needs of the digital generation,” says the founder and chief executive of Wesurance.

What really got Chang thinking was breaking his camera while on holiday in Britain. The subsequent claim involved four forms, a visit to the service centre to photograph the damage, and no small amount of frustration. He realised there had to be a better way.

“It didn’t make sense,” he says. “If you look at other industries with online purchasing or multimedia downloads, users can buy anything from anyone on the same platform. But if you went to an insurance website, it didn’t tell you the cost, how to buy or how to file a claim. They expected you to go to an agent.”

So, Chang met the fintech division of the Insurance Authority, secured an agency licence, hired programmers to develop in-house systems and an app, teamed up with reputable partners - Allied World Assurance and TransUnion, who provide the actual policies – and forged ahead.

The first step was to offer travel insurance, with life cover and other products to follow. On the app, Amy, a “personal assistant” powered by AI, answers questions and guides users through a step-by-step process to buy insurance or make claims. Items like medical reports and photos can be scanned and uploaded. Most claims are processed in five to seven days. And payouts are made by cheque or – in future – by transfer to an e-wallet.

“Officially, our role is as an agency,” Chang says. “But basically customers do everything on the platform, and we want to invent more tools they can have at their fingertips.”

Chang grew up in Kwun Tong, where his mother was a housewife and his father was often away at sea. An interest in technology saw him make a walkie-talkie (an acknowledged failure) and a hi-fi system (a definite success) by his early teens, and that spurred further experimentation.

Subsequently, he took a three-year higher diploma in marine electronics, graduating in 1984 from Hong Kong Polytechnic University, and went straight into the PC industry as an engineer.

Working for a small firm, his main task was designing plug-in “hard cards”, but he also saw up close how the industry operated and what it would take to advance.

In 1991, aged 29, he took a leap in the dark and set up Zida Computer Technologies to make motherboards and peripherals. A factory in Shenzhen became the main centre of operations and, with exports to retailers in Europe and the Americas booming, the workforce grew to around 2,000.

“At times, it was a struggle, but I learned

from everyday problems and from my mistakes,” Chang says.

The firm went public in 2000, but sensing a need for change, Chang took a three-week holiday in Australia, and returned to found GFI Group. He wanted a less sizeable business, with more “intelligence” and less day-to-day management, and focused on the technical development of IT products and apps for mobile devices and the internet of things (IoT).

“In a new start-up, you are riding a roller coaster,” Chang says. “Every day, you face new difficulties and must find solutions, which makes it quite unlike a ‘normal’ business, which runs on a loop.”

For Wesurance, that has so far meant challenging fixed thinking, improving the first version of the app based on user feedback, and broadening the target market from millennials to all types of customers.

“For a company to succeed, the most important things are environment, positioning and people,” he says. “You’ll always find opportunities, but you should be like an eagle looking for a fish under the water. That is part of my personality.”

When time allows, Chang boards his 65-foot motor cruiser at Clearwater Bay and heads to the islands off Sai Kung to relax and contemplate what the future holds.

“Jobs will change, and people won’t have more ‘knowledge’ than the search engine,” he says. “Therefore, we should tell youngsters the truth: in the years ahead, they will need wisdom, judgement and imagination, not knowledge in the traditional sense.”

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

Photo: Laurence Leung

CAREER TRACKER



Noel Goh
Willis Towers Watson
Goh has been appointed head of talent and rewards for Hong Kong. A seasoned professional, he has worked as a strategic adviser to senior leaders in the private and government sectors across Asia-Pacific. He has extensive experience in the talent management, culture shaping, and leadership development and assessment arenas, among others.



Linh Lieu
Jones Day
Lieu joins Jones Day’s Hong Kong Office as counsel in its global disputes practice. She advises on securities regulations, white collar investigations and defence. She has worked extensively with board directors, committees, and senior management of major corporations and financial institutions on matters across Asia, the US, the UK and Australia.



Raj Malhotra
Societe Generale
Malhotra has been appointed head of debt capital markets for Asia-Pacific. He joined Societe Generale in 2014 as head of debt capital markets for Southeast Asia and India. Malhotra has focused on establishing and building out the group’s DCM platform in the region, and has led numerous bond transactions for sovereigns, banks and corporates during this period.



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FEATURE

Frustrating stuff

I am completely fed up with rude and unprofessional recruiters. A few months ago, one of them contacted me about a job and asked me to send her a CV. When I heard nothing after a couple of weeks, I sent a follow-up email, but received no response.

Several weeks later, the same person emailed me about a different position. She said she was sending the employer my CV, but again there was no follow-up. Yesterday, I received yet another email from her regarding a possible job.

At this point, I’m so angry that I want to tell this woman exactly what I think about her disrespectful behaviour. Why do recruiters act like this?

Your frustration with unresponsive recruiters is shared by many jobseekers. But while some may indeed be inconsiderate, this lack of communication typically stems from the nature of the recruiting process itself.

When searching for viable candidates, recruiters consider applicants from a wide range of sources and then contact those who appear to be a possible match for the job. While the applicant may view this as the start of a promising relationship, in reality it may just be the first step in narrowing a large field.

Because many recruiters lack the administrative support needed to follow up with everyone, priority is given to those applicants who are most appealing to the



Every contact should be told exactly what will happen next

employers who have paid for this service. The unfortunate result is that many preliminary contacts are simply left hanging.

This does not let recruiters off the hook, however. Instead of making anxious applicants wait for an email that will never come, they need to establish reasonable expectations. Every contact should be told exactly what will happen next, including the likelihood of receiving feedback.

As for your own situation, don’t shoot yourself in the foot. Since this woman continues to reach out, your connection with her may eventually pay off. But if you lash out in frustration, you won’t hear from her again, because no one wants to hire an angry person. So, there is no point in losing your cool over it. AP

Marie G McIntyre is a workplace coach and the author of *Secrets to Winning at Office Politics*.

CAREER DOCTOR

Am I risking friendships by battling for promotion?

My line superior has handed in his resignation and it looks like the company will recruit internally to replace him. I think I would have a good chance of getting the job but I know that two colleagues from my department are also thinking of it.

They are both good friends and I am wary of us falling out if one of us gets the job. Do you think going for the promotion is worth a potentially acrimonious race? Terri

Yes, it is definitely worth going for the promotion. First of all, start by asking yourself how you would feel if one of your friends were promoted ahead of you (especially if you are more qualified)?

Apart from the fact that quite clearly



your friends are obviously not worried (otherwise, they would not be applying), if you decide not to go for promotion just because you are worried about how your colleagues will feel, then you will never get far up the corporate ladder.

I am a huge believer in collaboration and driving an open, transparent, fun and friendly culture in the workplace so it is great that you have close friends at work. However, this is your professional career and, at some point, if you are going to go for a promotion then you have to compete with (and potentially then manage) people that are your friends.

If you do end up managing them or vice versa, then there is no question the relationship changes but the ability to adapt accordingly is part of building a successful career.

There is no need for the process to become acrimonious and if your company handles the process correctly and transparently then you should be given a fair opportunity, as should your colleagues (if this doesn’t happen then that’s a different story).

Going for a promotion can be an extremely scary process for many people and it takes them out of their comfort zone. They begin to ask themselves numerous questions. Am I qualified? What will my colleagues think? How do I ensure I get credibility? Am I going to add value?

These are all questions that even highly qualified professionals struggle to answer.

Often organisations may look internally and externally if there is a vacant role so it is important to treat any such selection process seriously if there are a number of candidates, and I recommend being fully prepared.

You will be in a much stronger position to make your case if you are fully readied and know what to expect. This means performing research as to what the process will entail, anticipating what your employers are looking for and identifying and understanding your strengths and weaknesses, as well as how to position and sell your experience.

Also, know your worth in the market and to the company. In the end, I would focus on the bigger picture. If the promotion goes to someone else then be gracious and professional. Do not take it badly and throw your toys out of the pram.

You can always ask for feedback on what you might need to achieve in order to be promoted in the future. And remember, performing well during an assessment process, even if you do not win the role, will only increase your credibility internally and put you in a stronger position for future internal opportunities.

If you really do feel the process was unfair then you can always look for external opportunities, but do not burn



Photo: Shutterstock

bridges by storming out of the company just because your friend was promoted ahead of you. That will not help you in the

future, either in your professional or social life. So it is best to keep your cool and makes amends on your own bat.

Chris Aukland is managing director of specialist recruitment agency Ambition.

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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THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Department of Electrical and Electronic Engineering (tenure home) and the School of Biomedical Sciences

1. Tenure-track Associate Professor/Assistant Professor in Biomedical Engineering (Ref.: 201800405) (to commence as soon as possible, on a three-year fixed-term basis, with the possibility of renewal and with consideration for tenure before the expiry of a second three-year fixed-term contract)

Applicants should possess a Ph.D. degree in Biomedical/Computer/Electrical/Electronic Engineering or a closely related field, with a strong commitment to research and teaching. A solid track record in research is essential, preferably in, but not restricted to, the following areas: biomedical engineering, medical devices and instrumentation, biomedical imaging, neural engineering, biosensors, biophotonics, biorobotics, drug delivery and therapeutics systems. Information about the Department and the School can be obtained at <http://www.eee.hku.hk/> and <http://www.sbms.hku.hk/> respectively. Applicants should send a completed application form, together with an up-to-date C.V. to the Department at recruit@eee.hku.hk. Review of applications will start from April 1, 2018 and continue until **June 15, 2018**.

School of Public Health

2. Social Service Project Manager, Family Services (at the rank of Assistant Registrar/Administrative Assistant I/II) (Ref.: 201800309) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal subject to satisfactory performance)

Applicants should have (i) a Master's or Bachelor's degree in Social Work or a related field; (ii) at least 8-10 years' professional and managerial experience in family services; (iii) an excellent command of English and Chinese (including Putonghua), a high level of communication and interpersonal skills, and good computer literacy; (iv) strong motivation and sense of responsibility, and the ability to work proficiently with complete independence and under pressure; and (v) experience in developing and managing large scale innovative, multidisciplinary and cross-sectoral project initiative involving the use of Information and Communication Technology (ICT) in delivery of social services, leading a large executive team (with not less than 15 team members) and working with a large number of NGOs/community partners specialized in family services. The appointee will report to the Principal Investigator and manage a cross-constituency initiative funded by one of the world's top charity donors on advancing ICT in family services. Key responsibilities include (i) establish and maintain close liaison with various parties, including the project funder, academic and research staff members of the project, government officials, community stakeholders and other supporting teams; (ii) manage the implementation and execution of various components of the family service project adopting ICT means; (iii) develop and implement project strategies; (iv) liaise with social service providers and technical professionals to develop a content management system and advance the use of ICT in family services; (v) plan and oversee development of training materials for community stakeholders and public education; (vi) supervise and participate in research activities; and (vii) supervise and manage project team members and take on other duties as assigned. Those with less qualification and/or work experience may be appointed as AAI/II. Shortlisted candidates will be invited to attend a written test and interview(s). Applicants should send a completed application form together with an up-to-date C.V. to the School at spshr@hku.hk. Review of applications will start on March 29, 2018 and continue until **June 30, 2018** or until the post is filled, whichever is earlier.

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) – AR/AAI, and 10% of basic salary for post (2) – AAIL. For posts (1) and (2) – AR, 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.

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

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



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



Head of the Division of Integrative Systems and Design

The University

Founded in 1991, the Hong Kong University of Science and Technology (HKUST) is a world-renowned international research university dedicated to the advancement of learning and scholarship, with special emphasis on postgraduate education and close collaboration with the industry and business. It promotes interdisciplinary studies, dedicated to educating all-rounded students to acquire a strong entrepreneurial spirit and innovative thinking with a global outlook. Within its short history, the University has come to be regarded as a leading player in the international higher education scene. HKUST has been ranked among the top world universities by QS university rankings and Times Higher Education for the past five years. English is the medium of teaching, research and administration.

The Division

The Division of Integrative Systems and Design (ISD) was newly established in 2017 with a vision to epitomize the use of project-based experiential learning in design education and to be a cradle for nurture of innovators and researchers with design and systems thinking mindset and entrepreneurial spirit. The Division, which is expanding rapidly, aims to conduct comprehensive teaching and research programs in design and systems thinking. The academic degrees offered by the Division are a BSc in Integrative Systems & Design and an MPhil in Technology Leadership & Entrepreneurship, with a PhD program to be established. Research activities in the Division include design theory, process and methodology, and applications in areas such as Human Factors and Ergonomics Centered Design, Design for Integrative Systems, Design for Active Ageing, Human Computer Interaction Design, Media Design, etc.

The Role

Reporting to the Dean of Engineering, the Head of ISD is expected to provide leadership and manage the Division in its diverse academic and administrative functions.

Terms & Applications/Nominations

Concurrent with a professorial appointment, the appointment as Head will be for an initial term of 3 years, and may be renewable for a second term. Competitive remuneration and generous fringe benefits, including housing where appropriate, will be provided.

Applications/nominations for the position are invited from well-qualified and accomplished scholars. In addition to extensive teaching and research experience, the successful candidate must have demonstrated capability to provide strong leadership in academic administration at the tertiary level. Proven capacity to interact effectively with government, industry and commercial sectors is an advantage.

Applications/nominations, together with full curriculum vitae and names and email addresses of three referees, should be sent to the Search Committee Chair for Headship of ISD (email: dhisd@ust.hk), School of Engineering, HKUST, Clearwater Bay, Kowloon, Hong Kong. Review of applications/nominations will start from 30 June 2018 and the search will continue until the position is filled.

HKUST is committed to increasing the diversity of its faculty and has a range of family-friendly policies in place. For more information about the University, the School of Engineering and the Division of ISD, please visit <http://www.ust.hk/>, <https://www.seng.ust.hk/>, and <http://isd.ust.hk/> respectively.

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



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

Earth System Science Programme, Faculty of Science

(1) Associate Professors / Assistant Professors
(Ref. 180000HD)

The Earth System Science Programme of the Faculty of Science (<http://www.cuhk.edu.hk/sci/essc/>) is seeking outstanding applicants for substantiable-track Associate Professor / Assistant Professor positions in all areas relevant to Earth System Science, particularly: atmospheric sciences, biogeosciences, geophysics, hydrological sciences, marine and ocean sciences, and rock physics.

Applicants should have (i) a PhD degree and preferably postdoctoral experience related to Earth System Science; and (ii) an excellent track record in or potential for teaching and research excellence. The appointees will contribute to undergraduate and postgraduate teaching as well as develop a vigorous, externally funded research programme.

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

Applications will be accepted until the positions are filled.

Applicants should submit an online application and attach a full curriculum vitae including a detailed publication list, a research plan, a teaching statement, and contact information of three professional referees.

Laboratory Animal Services Centre

(2) Director

(Ref. 180000IO) (Closing date: April 16, 2018)

The appointee should have (i) a PhD degree in a biomedical field with extensive research experience in laboratory animals OR a veterinary degree specializing in laboratory animal medicine; (ii) a minimum of ten years of relevant professional experience in managing laboratory animal facilities, preferably at a university setting; (iii) a comprehensive continual professional development profile in laboratory animal science and welfare; (iv) experience in laboratory animal facility modernization, design and planning of new facilities, together with knowledge and experience of the AAALAC accreditation system; (v) strong connections with governmental and industrial organizations; and (vi) excellent administrative, leadership, planning and communication skills. Proven competencies and experience in business management, with relevant business management qualifications such as MBA, will be an asset.

The appointee will lead and manage an expanding team comprising Veterinarian, Veterinary Technologist, Technicians and Research Assistants, etc. The appointee is expected to (a) oversee and facilitate animal research and administer the University's animal care and use policy to ensure full compliance with all relevant University and legal requirements and International best practices in animal welfare; (b) serve as a member of the University committees and represent the University at governmental and non-governmental boards and committees; (c) oversee the operations of all animal facilities on campus, the Prince of Wales Hospital, the Hong Kong Eye Hospital, and the Hong Kong Children's Hospital; (d) ensure the health and welfare of multiple animal species; (e) provide training for animal care workers, research staff and students; (f) advise the University and researchers in issues involving research animal care and use; (g) play a key role in new strategic projects initiated by the University related to upgrade of animal research facilities and infrastructures; (h) take the lead in the AAALAC accreditation; and (i) be responsible for the business management of the Centre, including but not limited to budget management, cost recovery, personnel management as well as attraction of funds from internal, governmental and industrial sources.

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

Graduate School Office

(3) Assistant Registrar II / Administrative Assistant

(Ref. 180000HN) (Closing date: April 13, 2018)

The Graduate School at CUHK is a central administrative unit managing and coordinating with Faculties and Graduate Divisions postgraduate student and programme matters. In the 2017-18 academic year, the Graduate School offers (through 59 Graduate Divisions) over 240 programmes leading to doctoral degrees, master's degrees, postgraduate diplomas and certificates.

Reporting to the Dean and the Administrative Head of the Graduate School, the appointee will lead a team of more than 35 executives and clerical staff to ensure efficient delivery of a wide range of administrative tasks. The job portfolio includes work related to admissions, programme registration, planning and implementation of outreach and marketing activities, student matters, and graduation. The appointee will also assist in regular policy review and quality assurance exercises, the coordination of programme reviews, course registration and timetabling, as well as the servicing of committees and taskforces related to postgraduate studies.

Applicants should have (i) a good honours Bachelor's degree; (ii) at least twelve years' (for Assistant Registrar II / seven years' (for Administrative Assistant) relevant experience at an appropriate level in the tertiary education sector; (iii) good command of English and Chinese (including Putonghua); (iv) excellent leadership, communication and analytical skills; (v) a good understanding of issues involving postgraduate studies; and (vi) experience in the planning and coordination of marketing activities.

We are looking for a competent, reliable and innovative administrator who has good people skills, and who is able to handle a sometimes complex operation with the involvement of different stakeholders. The appointee should be a flexible and dynamic person who is methodical and comfortable with multi-tasking. Working at flexible hours and duty trips outside Hong Kong will be required.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. Shortlisted candidates will be invited for a written test.

Applicants who have responded to the previous advertisement need not re-apply.

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>.

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**Redirect URL is not included and the same position cannot be reposted within 7 days.

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BANKING & FINANCE

A Hong Kong listed financial services group is seeking candidates for the following posts:

Manager/Assistant Manager – Corporate Finance Division

- Degree holder or above, preferably in Finance or Accountancy
- Over 2-4 years corporate finance or audit experience
- Able to handle and execute projects independently
- Proficiency in spoken English and Mandarin

Please apply with full resume, recent photo and expected salary to **Mr. Chung of Vinco Financial Group Limited, Units 4909-4910, 49/F, The Center, 99 Queen's Road Central, Hong Kong** or e-mail to **ac@vinco.com.hk**. To learn more about us, please visit our website at **www.vinco.com.hk**


GENERAL

Secretary

- University graduates major in Economics or Business Management
- Good command of both written & spoken English and Chinese including Putonghua
- Provide all-rounded secretarial and administrative support in both personal and business matters. Experience and knowledge in accounting is preferred
- Liaise both with internal and external parties on daily business operations
- Applicant with in depth understanding of Hong Kong domestic culture is preferred
- Salary negotiable

Interested parties please send your resume to **lotoo_invest@sina.com** or call **Ms Tse/Ms Pang** at **2808 3016** or **5541 2802**.

EDUCATION



北京師範大學 香港浸會大學 聯合國際學院
BEIJING NORMAL UNIVERSITY · HONG KONG BAPTIST UNIVERSITY
UNITED INTERNATIONAL COLLEGE

BNU – HKBU UNITED INTERNATIONAL COLLEGE, ZHUHAI, PRC


BNU-HKBU United International College (UIC) is located in Zhuhai, one of the most environmental-friendly cities in China, with Hong Kong to the east and Macao to the south. UIC, jointly founded by Beijing Normal University and Hong Kong Baptist University, is the first full-scale collaboration between academic institutions from mainland China and Hong Kong. As a liberal arts college, UIC aims to produce graduates with an international perspective, fluent in both English and Chinese, with knowledge and experience of China, Hong Kong and the world at large. UIC offers undergraduate courses with English as the medium of instruction from four academic Divisions: Business & Management, Humanities & Social Sciences, Science & Technology and Culture & Creativity. As from this academic year, UIC starts to offer Research and Taught Postgraduate Programme leading to MPhil and PhD degrees as well as taught Master awards. UIC now invites candidates for the following positions which are expected to be filled in September 2018:

- Associate/Assistant Professor in Interdisciplinary Areas (Ref: GEO171001)**
Candidates with expertise in one or more of the following areas: American History, European History, World Civilization, Geography, Arts Appreciation, Anthropology, Archeology, Classical Studies, Gender Studies and Cultural Studies.
- Associate/Assistant Professor in Continental Philosophy (Ref: GEO171103)**
Candidates with expertise in Continental Philosophy with one or more of the following qualifications would be considered an asset: a specialization in Ethics; an ability to teach Public Speaking; an ability to teach Geography; an ability to teach History.
- Assistant Professor/Lecturer in Food Science and Technology (Ref: DST 180314)**
Candidates with expertise in the following areas: Food Science, Food Chemistry, Chemistry, Analytical Chemistry, and Biological Science. We are particularly interested in applicant whose research is in the field of chemical analysis of food. Preference will be given to candidates with research experience on chromatographic analysis, spectroscopic analysis, mass spectrometric analysis and mathematical modeling of analytical results.
- Associate/Assistant Professor/Lecturer in Applied Translation Studies (Ref: DHSS171009)**
Candidates with expertise in the following areas: Putonghua-English Interpreting, Chinese-English Practical Translation and Translation Theory.
- Professor/Associate/Assistant Professor in Culture, Creativity and Management (Ref: DCC180105)**
Candidates with expertise in the following areas: Cultural and Creative Management, Event and Hospitality and/or Design Management.
- Professor/Associate/Assistant Professor in English Language and Literature Studies (Ref: DHSS171006)**
Candidates with expertise in the following areas: Advanced Composition and English Literature. Project supervision is desirable. Opportunities to teach in area of specialization.

Candidates should have a PhD degree or have a Master's degree with extensive working experience in a related discipline. Successful candidates are expected to be committed to excellence in undergraduate or postgraduate teaching. Preference will be given to candidates who can undertake independent research leading to outstanding outcomes, including publications in high quality international-refereed journals.

Appointment Terms
Appointment to these positions will initially be made on a fixed-term contract of two years. Commencing salaries will be commensurate with qualifications and relevant experience. Fringe benefits include housing allowance (applicable to Assistant Professor and above), leave and medical insurance. Continuation of appointment beyond the initial term will be subject to mutual agreement.

Application Procedures
Please send your application by emailing to recruit@uic.edu.hk. Applications should include a curriculum vitae and a completed "Job Application Form" which can be downloaded from <http://web.uic.edu.hk/en/hr/job-opportunities/application-procedure>. Please indicate the position being applied for, including the field of expertise, level and reference number. The College reserves the right not to fill the positions, or to extend the search until suitable candidates are identified or to make an appointment by invitation.
Closing Date: 23 April, 2018



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

SCHOOL OF COMMUNICATION

Department of Communication Studies

1. Lecturer I / Lecturer II (PR313/17-18)

Hong Kong Baptist University invites applications to work in a team setting to teach a required public speaking course for its General Education Programme. The appointee is expected to perform teaching duties related to all aspects of the public speaking course, including but not limited to presenting class lectures, conducting tutorials, grading speeches and related written work, meeting with students on an individual basis as needed, preparing teaching materials, and course record-keeping.

Applicants should hold at least a Master's degree in a discipline such as Communication, English, Humanities, Social Sciences, Business, or similar. Prior teaching experience is a strong advantage, especially in communication related subjects. Although the course is taught with English as the medium of instruction, fluency in English, Cantonese and Putonghua is essential because some speech assignments will require the instructor to evaluate speeches given in Chinese.

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

GENERAL ADMINISTRATION OFFICE

2. Executive Assistant (PR308/17-18)

The General Administration Office (GAO) is looking for a meticulous team player to fill the post of Executive Assistant. The appointee will provide secretarial and administrative support to GAO, including the establishment of electronic archive, organisation of University-wide events and Christmas Dinner, and secretarial and administrative support to meetings of various committees and task forces. He/She will have to liaise with different government offices and administrative units, stakeholders, coordinate events, and perform general administrative duties.

Applicants should have (a) a Bachelor's degree with at least two years of relevant work experience; (b) an excellent command of both written and spoken English and Chinese, and Putonghua; (c) strong analytical, communication and problem-solving skills with attentiveness to details; (d) strong self-motivation and quality of a team player with the ability to work independently and under pressure to meet tight schedules; and (e) high proficiency in computer application skills including MS Office (Word, PowerPoint, Excel, etc.). Shortlisted candidates are required to sit for a written test.

Initial appointment will be made on a fixed-term contract of two years. 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 submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). *For Post 1:* Applicants are requested to send in their most recent teaching evaluation results. Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. *For Post 2:* Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. *For Posts 1 and 2:* All application materials including publication samples, scholarly/creative works will not be returned after completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

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

Closing date: 7 April 2018


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GENERAL



香港房屋委員會
Hong Kong Housing Authority

Term Publicity Officer

Salary:
\$30,790 (plus 15% contract-end gratuity)

Closing Date for Application:
13 April 2018

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).

Native-speaking English Teacher (NET)

An established DSS English Primary School in Tokwawan invites application for the above post for 2018/2019. We seek English Teachers who share the same vision in providing "Language", "Moral" & "Control" which aims to rise all-rounded children amongst all nationalities around the world.

Qualifications for Appointment:
The applicant should be/possess
(i) a native-speaker of English or possess native-speaker English competence;
(ii) a bachelor's degree in any subject from a university or equivalent (majoring in English Language is preferable); and
(iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at certificate level, or an equivalent course of study recognised by EDB.

Preference will be given to applicants with a recognized teacher training qualification in primary education and/or experience in teaching English as a second/foreign language.


Interested parties, please send application by mail **before 12 April, 2018** to: The Principal, No. 24 Sheung Heung Road, Tokwawan, Kowloon.
(Data collected will be used for recruitment purpose only)

Western Pacific Kindergarten (Yaumatei)


Full-Time Class Teacher

- Native English Speaking Teacher
- Degree Holder/CE/PGDE or its equivalent (in ECE)
- Teaching experience in ECE
- Report duty before the end of April

Please send your CV to the Principal.
Email: wpkje@biznetvigator.com



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



Director of Center for Language Education

Founded in 1991, the Hong Kong University of Science and Technology (HKUST) is a world renowned international research university dedicated to the advancement of learning and scholarship, with special emphasis on postgraduate education and close collaboration with industry and business. It promotes interdisciplinary studies and is dedicated to educating rounded students who have acquired a strong entrepreneurial spirit and innovative thinking with a global outlook. In its short history, the University has come to be regarded as a leading player in the international higher education scene. HKUST has been ranked among the top universities in Asia by QS Asian University Rankings. It ranks 12th in the latest Global Employability University Survey reported by the New York Times, and No.1 in the Greater China area. English is the medium of teaching, research and administration.

HKUST has a total of around 14,800 students with 9,700 undergraduate (UG) and 5,000 postgraduate (PG) students; 34% are non-local and come from more than 30 countries around the world. The University also has a successful exchange program with over 200 partners worldwide. Approximately 40% of students experience a semester-long exchange as part of their studies.

The primary mission of the HKUST Center for Language Education (CLE) is to deliver the University's language enhancement programs for English and Chinese to UG and PG students from all Schools in the University. Compulsory English and Chinese communication courses account for 15 of 120 credits of the UG degree. In addition, the Center contributes to the teaching of English writing for courses in the UG Common Core and for PG students. The Center offers a Master of Arts degree in International Language Education with separate concentrations in English and Chinese teaching. It also provides a Third Languages program and co-curricular activities. The Center currently offers seven language MOOCs via edX and Coursera.

The CLE Director provides overall leadership and strategic direction for the Center and plays a key role in developing and monitoring the UG and PG programs for all Schools. Reporting to the Dean of Humanities and Social Science, the CLE Director is the administrative head of a unit of more than 80 full-time teaching staff and 22 non-academic support staff.

Applicants should have a doctoral degree in a relevant area but very strong candidates without such a degree will also be considered; substantial experience in developing and administering English for Academic Purposes (EAP) and English for Specific Purposes (ESP) programs at university level; demonstrated commitment to excellence in curriculum development and pedagogy; proven qualities of leadership, entrepreneurship and managerial capability involving multiple stakeholders in a multilingual and multicultural academic environment.

Terms & Applications/Nominations

Appointment to the position will be on a three-year fixed term basis, renewable by mutual agreement. Competitive remuneration and generous fringe benefits, including housing where appropriate, will be provided.

The executive search firm Perrett Laver is working with HKUST in this recruitment exercise, and will support the Search Committee in the execution of its duties.

To apply, or to download further information about the role, please visit <https://candidates.perrettlaver.com/vacancies/> quoting reference number 3522. Applications should also be sent directly to HKUST by email dclesrch2018@ust.hk.


Initial inquiries may be directed to Joshua Herr by email (Joshua.herr@perrettlaver.com) or by phone +852 3702 6493.

Applications should consist of a covering letter together with an up-to-date CV and related dossier. The deadline for applications is Tuesday 17th April.


The search committee will begin to review applications during week of 23rd April and will continue to review until a suitable appointment is made. All applications and nominations will be treated in strict confidence.

Additional information about the University and the Center for Language Education is available on the websites www.ust.hk and <http://cle.ust.hk> respectively.

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



香港城市大學
City University of Hong Kong
專業 創新 國際全球
Professional-Creative
For The World



49th World University
4th World's top 50 Universities under age 50
1st Engineering/Technology/Computer Sciences in Hong Kong
2nd Business School in Asia

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.

Applications are invited for :

- Senior Manager (Building Services) (at the rank of Assistant Registrar) in the Campus Development Office [Ref. C/449/00]**
Duties : Reporting to the Associate Director of Campus Development, the appointee will implement capital development programs and various AA&I projects; oversee building services installation; report on matters related to infrastructure and renewal, campus master plan, design standards, feasibility studies, annual capital project submissions, procurement of fixture, furniture and equipment; and perform any assignments.
Requirements : A good honours degree in Building Services Engineering or related disciplines and full membership of HKIE/similar professional bodies, with at least 15 years' relevant experience (of which at least 5 years at senior management level). Extensive experience in building development and large-scale building project execution in Hong Kong and Mainland China is required. Candidates are also expected to be self-motivated for performance enhancement, with proven management and leadership ability to complete tasks within tight project schedules, as well as good analytical and interpersonal skills. Substantial experience in higher educational institutions and/or experience in managing government subvention projects; ability to use AutoCAD and Revit are preferred. Shortlisted candidates will be invited for a written test. *(Those who have responded to the previous advertisement in January 2018 need not re-apply.)*
- Part-time Career Advisors in the Student Development Services [Ref. B/R/781/00]**
Duties : Reporting to the Section Head of Career and Leadership Centre, the appointees will provide individual one-on-one career consultation on career development, graduate employment and further studies; provide students with guidance and assistance in career preparation, job search and placement/internship; advise students on professional writing for resume, cover letter and other application documents; facilitate better preparation for job screening and selection practices; develop training materials for workshops and seminars in response to career knowledge and skills needed by students and desired by employers; conduct career-related training in group setting; and perform any other assignments.
Requirements : A good honours degree, preferably with a postgraduate qualification. Commitment to quality service, excellent interpersonal skills, excellent command of spoken and written English and Chinese (including Putonghua) are required. Extensive experience in the areas of career counselling, human resources management and talent acquisition, mentoring programs, training and development would be an advantage. Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service
Salary offered will be highly competitive, commensurate with qualifications and experience. **For post (1)**, initial appointment will be made on a fixed-term contract, fringe benefits include gratuity, leave, medical and dental schemes, and housing benefits (where applicable).

Information and Application
Further information on the posts and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : hrjob@cityu.edu.hk/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. The closing date is **7 April 2018**. Applications will receive full consideration 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 49th, and 4th among top 50 universities under age 50 (QS survey 2018); 1st in Engineering/Technology/Computer Sciences in Hong Kong (ARWU survey 2016); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2016).



韓國國際學校
KOREAN INTERNATIONAL SCHOOL
총괄한국국제학교

Korean International School (Korean Section)

Native English Teacher for Kindergarten Level

- Early Childhood Education bachelor degree preferred
- TESOL/ CELTYL Certification preferred
- Valid relevant Teacher's qualification needed in the relevant field
- Able to work cooperatively with Korean teachers

Interested parties please forward CV to hrjun@kis.edu.hk, khjung@kis.edu.hk

- Submission Due Date** : Fri. 13th April. 2018 until 3pm
- Announcement of Interviews:** Tue. 17th April 2018
- Date of Interviews** : Thu. 19th April 2018 (to be confirmed)
- Date of Final Announcement** : Tue. 24th April 2018 before 5pm

Data collected will be used for recruitment purpose only.
Please state current and expected salary.

Kau Yan College, in Tai Po

KYC is an aided Christian Secondary School committed to academic, civic and spiritual education. Applications are invited for the position of:

Native-speaking English Teacher (NET)

under the EDB NET Scheme, to start August 2018.

Applicants must meet the EDB's academic requirements for a NET. In addition, the successful candidate should be able to:

- Create and promote an English language-rich environment
- Motivate students' interest in learning English
- Work effectively within a collaborative team

We are looking for an outgoing, energetic and compassionate NET. Experience in Language Arts as well as e-learning/teaching would be an advantage.

Please email application and CV by **13th April, 2018** to: "**The Principal**" at: mail@kyc.edu.hk

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GENERAL



Environmental Protection Department

Environmental Engineering Graduates
(Training vacancies)

Honorarium: HK\$21,500 per month

Closing Date for Application:
12 April 2018

Telephone Enquiry: 3521 0874

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



Environmental Protection Department

Project Officer
(Vehicle Emission Modeling)
(Non-civil Service Vacancy)

Salary: HK\$40,595 per month

Closing Date for Application:
6 April 2018

Telephone Enquiry: 2594 6242

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

EDUCATION

The ELCHK Yuen Long Lutheran Secondary School

We are an aided Christian secondary school committed to whole-person education. We are looking for high-calibre education practitioners who are committed to teaching and would help the school realize its mission to prepare leaders for tomorrow.

Applications are invited for the following teaching posts starting from September 2018 :

1) **Native-speaking English Language Teacher**
Requirements:
- A relevant degree with training in education
- Fulfil language proficiency requirements of EDB

2) **Native-speaking English Teaching Assistant**
Major Duties:
- To promote extensive reading and provide support in the school library.
- To provide teaching support.
- To enrich the school's English learning environment.

Interested parties are invited to send an application letter with full resume, one recent photo and details of two referees by mail to : **The Principal, The ELCHK Yuen Long Lutheran Secondary School, Phase 2, Tin Yiu Estate, Tin Shui Wai, Yuen Long, N.T.** or by email to tswyllss@yahoo.com.hk.

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools, with 200 faculty and staff providing dual language education to a multinational student body of ca. 1,300 students. We are inviting applications from experienced and qualified candidates for the following position starting August 2018.

**UNIVERSITY COUNSELLOR /
UNIVERSITY GUIDANCE COUNSELLOR**

The appointee will be responsible for advising and assisting our students in their university selection and applications, with a special focus on US universities and will represent the school to the higher education community. S/he will advise students and parents on IGCSE and IB diploma course selection, work with the Head of University Counselling to deliver appropriate and tailored programmes for Y10 to Y13 students, advise on all aspects of the university application process, including personal statements and college essays, reviewing and reviewing recommendation letters, preparing student transcripts and interview preparation. S/he will also coordinate standardized tests such as the PSAT, SAT and ACT – acting as Test Centre Supervisor. S/he will also assist in the preparation and delivery of university and careers-related events, workshops and information briefings for students and parents.

Please apply with cover letter and CV, via our online recruitment portal and also state your salary expectation. <https://mygsis.gsis.edu.hk/careers/job-openings/>.

German Swiss International School
Head of Human Resources
11 Guildford Road
The Peak, Hong Kong

Tel: +852 2825 8127
Fax: +852 3529 4791
E-mail: hr@gsis.edu.hk

Further information on the school, its facilities and programmes is available on the school's website <http://mygsis.gsis.edu.hk/>.

Applicants not invited for interview after six weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

St. Paul's School (Lam Tin)


Invites applications for the following contract post for 2018-2020:

Native-speaking English Teacher (NET)

- Bachelor's degree in English Language/ English Literature / English Studies / Linguistics or equivalent
- TEFL / TESL qualification or equivalent
- Post-graduate training and experience of teaching English at secondary level or above

Please send application to **10 On Tin Street, Lam Tin, Kowloon** or by fax: 2349 7892 or Email (school@spslt.edu.hk) on/before 20 April 2018.

Data collected will be used for recruitment purposes only.



東華三院
Tung Wah Group of Hospitals

Development Surveyor [REF: PHRM/DS/SCMP]

Location: Sheung Wan

Roles & responsibilities:

- Report directly to the Property Secretary of the Property Division;
- conduct research and feasibility studies to explore and investigate potential investment and development opportunities in the market and recommend appropriate investment strategies to meet corporate and service objectives;
- review the feasibility/potential of property development and asset enhancements plans and make recommendations based on market research findings and professional insights;
- evaluate market rentals of existing investment properties to ensure optimization of the Group's annual total rental income;
- recommend acquisition of suitable properties with high investment value for replenishing the Land Bank and represent the Group to negotiate with public/private sectors on all land and rating matters including land grants and premium;
- provide professional insights and advise users on property development projects and land matters in a timely manner in compliance with the established service standards;
- review periodically and assess the open market value of the Group's investment properties, and prepare valuation of investment properties portfolio for accounting and financial purposes;
- update, analyze and prepare report on the relevant information and news to effectively manage the Property Market Information Centre regarding property sales, rentals, auctions, construction cost movements, town plan zonings, new development and planning applications, major development and construction; and
- coordinate all development projects with consultants and joint-venture partners as well as supervise staff team to ensure production of quality and effective works.

The ideal candidate should:

- A recognized degree in Surveying or equivalent;
- at least 7 years of relevant working experience, including 2 years of practical experience and 5 years post qualification experience in the field of valuation, surveying and estate management;
- minimum 5 years of supervisory and management experience;
- technically competent, with good negotiation skills and strong property market sense preferred;
- corporate member in the General Practice Division of the Hong Kong Institute of Surveyor; OR
- professional member of the Royal Institution of Chartered Surveyors (General Practice Division); OR
- membership of a Commonwealth Institute having an examination syllabus similar to that of the Royal Institution of Chartered Surveyors, or equivalent;
- proficiency in English and Chinese.

(Please specify in the resume or application form the relevant qualifications/working experience/technical knowledge you have attained in detail.)


Compensation & employment terms:

The successful candidate will initially be offered a 3-year contract with a remuneration package commensurate with his/her background and experience. The continuation of employment and employment terms thereafter will be subject to mutual agreement. Apart from contributions to the MPF Scheme, other benefits include paid annual leave, medical services, a dental scheme and training sponsorships. The incumbent will normally work under a 5-day week schedule subject to operational needs and exigencies of the service.


Application:

Please send your resume and a completed application form <F601(n)> with indication of your current and expected salaries to the Principal Human Resources Manager, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **9 April 2018**. The reference code should be marked both in the letter and on the envelope. Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with the Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 October 2018 may assume that their applications are unsuccessful.

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South China Morning Post



Who are we?

South China Morning Post is a leading news media company that has reported on China and Asia for more than a century with global impact. Founded in 1903, SCMP is headquartered in Hong Kong, where it is the city's newspaper of record. Our teams span across Asia and the United States, working together to connect with news consumers around the world. We are committed to informing and inspiring through journalism of the highest standards. Our vision is to "Elevate Thought", and our mission is to "Lead the global conversation about China".

What do we do?

We develop news content 24/7, driven by world-class journalists, editors, visual artists, photographers and videographers, all guided by the principle of "Truth and Fairness". Our editorial teams are powered by emerging digital technologies that allow us to create innovative ways to tell Asia's most important and compelling stories. Against the backdrop of shifting discovery and consumption behaviours, SCMP reaches users across distributed media platforms including scmp.com, smartphone and tablet apps, social media and messaging platforms, as well as our flagship newspaper.

Additionally, SCMP is Asia's leading magazine publisher with a portfolio of premium lifestyle and fashion titles including *Cosmopolitan*, *ELLE*, *Esquire*, *Harper's BAZAAR* and *The PEAK*. We are also home to cpjobs.com, a big data-powered recruitment platform that matches jobseekers with their dream jobs.

Who should join us?

You should join us because you're looking for more than just a job. Because making a positive impact and contributing to something bigger than yourself keeps you engaged, focused, and most importantly, helps you realise your full potential.

You're passionate about work, and also curious about experimenting and breaking the mould. You believe that sharing knowledge is more conducive than withholding it. You can operate independently with speed and productivity, but you never forget that collective success is most important.

What appeals to you most is a workplace culture, like ours, that encourages learning and ingenuity, and values both ownership and teamwork. At SCMP, you will find career growth that is supported by the encouragement of company leaders, established development programmes, an exciting environment, attractive remuneration and benefits, as well as a dynamic organisational structure.

What are our company values?

SCMP cares deeply about the interactions we have with our readers, partners, and employees. These six company value statements define what we stand for:

- Passionate
- Focused on Those We Serve
- Curious & Courageous
- Agile & Dynamic
- Together, Transparent, & Trustworthy
- Diverse, Vibrant, & Joyful

As SCMP grows, we are looking for talented people to come build with us. Are you ready for the challenge?

Editorial

1. Experienced Digital Copy Editors
(Ref: CTL-ED-DCE)

The SCMP's China, World and Opinion desks are expanding their global reach. As part of this transformation, we are seeking talented, experienced and passionate copy editors with both online and print skills. Also required, are those with news, business, economic, politics, diplomatic and culture backgrounds.

Job Responsibilities:

- Editing, fact checking, rewriting and improving copy with care and sensitivity and, of course, ensuring copy is free from errors
- Crafting top quality Search Engine Optimised and print headlines, sub-heads and picture and graphics captions
- Experience creating or commissioning digital assets to add value to articles and boost engagement
- Ensuring all stories have accurate and eye-catching visual elements, content is distributed and consumed on different devices and platforms (mobile, social media, news aggregators)
- Keen ability to get to the heart of a story quickly and clearly, highlighting the stakes for a global audience

Job Requirements:

- Minimum 4 years of experience in a real-time online news operation, wire service or a newspaper is essential. Newcomers to the industry will not be considered
- Capable of turning around raw copy quickly and the patience to work constructively with contributors where English may not be a first language
- Awareness of media law and legal dangers, and of social media as a news dissemination tool. Audience-focused with excellent understanding of international markets
- Strong familiarity with the China/Asia context of news, economic, politics, diplomatic and business/finance
- Ability to work closely with multimedia and video teams; ability to edit and adapt copy to suit various products and platforms
- Can-do attitude with excellent English subbing skills and zero tolerance for grammatical errors, spelling and improper story structure
- Solid news judgment and the ability to communicate clearly and concisely. Chinese-language skills an advantage

2. China Society Reporter
(Ref: CTL-ED-CSR)

Job Responsibilities:

- Sourcing, pitching and writing articles that give international audiences insight into Chinese society, culture and life in China
- Monitoring Chinese news and social media to identify story leads and trends
- Working with multimedia, video and photo teams to source and create engaging digital content for a global readership

Job Requirements:

- Degree holder in Journalism or a related discipline, reporting experience preferred
- Ability to write engaging and evocative news stories, producing crisp, concise and compelling copy within tight deadlines
- Excellent English writing skills, a high level of Chinese-language proficiency
- Familiarity with Chinese social media platforms, using them to identify trends in content being shared
- Ability to conduct independent research on Chinese news websites and social media platforms for story ideas, good people skills in reaching out to potential newsmakers
- General understanding of digital production, ability to add value to stories using images, video and other multimedia elements
- Keen interest in Chinese society, pop culture and news

3. Multimedia Developer
(Ref: CTL-ED-MD)

Job Responsibilities:

- Work within Editorial team to build and maintain the storytelling tools and platform
- Respect SCMP product and design standards, as well as best web practices, solve complex problems in short timeframes and development schedule
- Work and thrive in a team-oriented environment
- Optimize application for maximum speed and scalability

Job Requirements:

- Computer Sciences studies or related disciplines
- Experience in Python, REST api, Angular.js, jQuery, nodejs, underscore, ReactJS, JavaScript, CSS, HTML5, SQL and PHP
- Natural language processing in Chinese and data scraping will be highly regarded
- Experience in resolving cross browser compatibility issues and adhering to W3C standards
- Distinctive problem solving and analytical skills; flexible, proactive and ability to work under fast-paced environment
- Team player who is self-motivated, energetic, innovative and passionate about exploring new technology
- Strong interpersonal communication skills with good command of written and spoken English. Chinese languages are beneficial

4. Production Editor
(Ref: CTL-ED-PE)

Job Responsibilities:

- Ensure the quality of all published articles in print for our main book
- Editing stories, checking facts, rewriting and improving copy and headlines with care and sensitivity
- Ensuring all stories have the appropriate visual elements

Job Requirements:

- Minimum 3 years experience in news operation, a wire service or a newspaper: no beginner is considered
- Can-do attitude with top notch English subbing skills and zero tolerance for errors in grammar, spelling and content
- Solid news judgment and the ability to communicate clearly and concisely. Able to tell a story visually and well as in words
- The ability to turn around copy fast when needed and the patience and good humour to work constructively with reporters for whom English is a second language
- Page layout experience and/or knowledge of web page design
- Familiarity with the China and Hong Kong stories and the Asia context of news

5. Content Resources Executive (News Archive and Research)
(Ref: CTL-ED-CRE)

Job Responsibilities:

- Responsible for daily electronic indexing and archiving of news content
- Provide effective news research support by using online information databases and in-house archives
- Support in digitization of film negatives archive collection
- Assist in both digital and historic archive improvement projects
- Assist in daily upkeep of the historical archive, reorganise archival materials for better storage and retrieval

Job Requirements:

- University graduate in any discipline. Holder in Information Studies or related discipline is a plus
- Minimum 2 years working experience in information and content management, preferably in a media / news library (candidates with lesser experience will be considered as Content Resources Assistant)
- Good knowledge in information and news searching using various online databases and internet resources
- Strong news sense and familiar with current affairs of Hong Kong, China and Asia
- Able to work both independently and as a team in a fast-paced and deadline-oriented environment
- Good command of both written and spoken English, and good knowledge of MS Word and Excel
- Able to work on late shifts (off duty at 10:00pm), weekends, public holidays in either Tai Po or Causeway Bay Office

Advertising & Marketing Solutions

6. Account Manager
(Ref: CJY-AMS-AM)

As an Enterprise Account Manager, you will be responsible for account servicing for our key Enterprise clients and their agencies. Through the day-to-day management and optimization of our clients' campaigns, you'll play a strategic role within an account team and with our customers to provide post-campaign intelligence that will help inform and shape future marketing strategies for our Enterprise clients.

Job Responsibilities:

- Effectively monitor campaign performance to ensure success metrics are met
- Analyze, track and optimize customers' advertising campaigns and marketing program, identify any incremental marketing opportunities/programs and work with the Account Director to upsell clients
- Build solid customer relationships and act as an important point of contact for customers' day-to-day needs, take ownership of the customer experience post-sales
- Conduct regularly scheduled client calls to communicate key campaign performance metrics
- Work effectively in a cross-functional capacity including key partnerships with sales, marketing, finance, ad-ops, product, solutions and insights
- Manage project timelines

Job Requirements:

- Degree holder in marketing, business or related field with minimum 4 years of professional experience in the advertising industry
- Background in marketing or in a role making recommendations to marketers, good knowledge of Hong Kong advertising market
- Strong communication, analytical, time management and organizational skills
- Ability to translate analytics into insights and recommendations
- Ability to effectively manage time, prioritize tasks and work within deadlines with little supervision
- Ability to work independently and collaborate cross-functionally

Product

7. Product Manager (Digital)
(Ref: CBL-DITP-PMD)

Job Responsibilities:

- Refine product strategy for developing and sustaining audiences for the online businesses
- Develop and prioritise product feature requirements, working with internal and external engineering teams and business end-users
- Lead a cross-functional project team, with an emphasis on quality and timeliness of delivery
- Participate in the design and development process to ensure products are highly functional and visually compelling
- Identify market opportunities, plan and execute new product development from conceptual stages through the full product lifecycle

Job Requirements:

- Degree holder in any discipline with minimum 5 years of product management experience with B2C and B2B environment, who has worked with listing or classified portfolio. Those with less experience will be considered for Assistant Product Manager
- Strong business acumen who can lead the thinking on how to develop, monetize and sustain online businesses
- Organized and methodical with proven project management experience, who can handle multiple simultaneous projects at various stages of completion
- Able to demonstrate problem solving and analytical skills
- Strong communication skills with excellent command of English. Able to translate end-users' requirement and expectations to engineering team effectively



Visit scmp.com/careers for details

South China Morning Post

8. Web Developer (Back-end) (Ref: CAF-DITP-WDB)

Job Responsibilities:

- Work within the development team on new and existing Drupal builds
- Provide operational support to existing digital properties
- Write high quality code within tight delivery timelines
- Co-ordinate with functional areas on launch and deployment tasks

Job Requirements:

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 3 years' of development experience
- Experience in implementing projects on Drupal is a must
- Working knowledge of Linux, Apache, PHP, JavaScript (DHTML, AJAX), CSS and HTML. Solid understanding of Search Engine Optimization (SEO). Experience in resolving cross browser compatibility issues and adhering to W3C standards
- Distinctive problem solving and analytical skills; flexible, proactive and ability to work under fast-paced environment
- Team player who is self-motivated, energetic and passionate about exploring new technology
- Strong interpersonal communication skills with good command of written and spoken English
- Candidate with more experience would be considered as Senior Web Developer

9. Web Developer (Front-end) (Ref: CAF-DITP-WDF)

Job Responsibilities:

- Work within the development team on new and existing Drupal and Node.js and responsible for building the user-interface & front end deliverable
- Provide operational support to existing digital properties
- Write high quality code within tight delivery timelines
- Co-ordinate with functional areas on launch and deployment tasks
- Build reusable code and libraries for future use and ensure the technical feasibility of UI/UX designs
- Optimize application for maximum speed and scalability

Job Requirements:

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 3 years of development experience
- Expertise in JavaScript (AJAX & Node.js), CSS3 and HTML5
- Proficient understanding of client-side scripting and JavaScript frameworks, including jQuery, asynchronous request handling, partial page updates, and AJAX
- Proficient understanding of server-side scripting and JavaScript frameworks, including Node.js with Express, CasperJS or other test suites
- Basic understanding of server-side CSS pre-processing platforms, such as LESS and SASS
- Experience in implementing projects on Drupal and PHP. Possesses a solid understanding of Search Engine Optimization (SEO). Experienced in resolving cross browser compatibility issues and adhering to W3C standards
- Strong interpersonal communication skills with good command of written and spoken English
- Candidate with more experience would be considered as Senior Web Developer

Circulation & Syndication Business

10. Sales Planning & Analysis Manager (Ref: CFL-CSB-SPAM)

Job Responsibilities:

- Generate and analyze regular metrics and dashboard reports for circulation and syndication business
- Collaborate with peer groups to identify sales opportunities and review program effectiveness
- Work with other departments for company reports and metrics
- Prepare annual budget and quarterly sales reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality for CPJobs.com
- Acquire data from primary or secondary data sources and maintain databases/data systems for CPJobs.com

Job Requirements:

- Degree holder preferable in analytics discipline
- Minimum 4 years experience in data analysis with 1 year or above at managerial level
- Able to work independently with agile mindset
- Good command of Advanced Excel, experience of VBA and SQLL is preferred
- Good communication skill and team spirit
- Fluency in English and Chinese, oral and written

11. Manager, Circulation Marketing (Ref: CFL-CSB-MCM)

Job Responsibilities:

- To formulate and execute sales & marketing plan for individual, corporate and university subscription
- To identify and liaise new channels and partners to drive and grow readership
- To devise effective marketing tactics and pricing strategies
- To manage sponsor copies/subs for subscription channel
- To prepare regular reports to measure effectiveness and performance

Job Requirements:

- Degree in Business or Marketing
- Minimum 3 years of marketing experience
- Acquisition marketing experience is preferred
- Excellent organizational, planning and execution skills
- Excellent in spoken and written English and Chinese (Cantonese and Putonghua)

Finance

12. Assistant Accountant (Ref: CFL-FIN-AA)

Job Responsibilities:

- Handle full sets of accounts and support month-end closing and day-to-day general accounting duties
- Prepare regular management reports with financial analysis, cash flow report and month-end accounting schedule
- Assist in the budget and forecast preparation
- Monitor daily fixed assets addition, disposal and transfer record in fixed assets module
- Assist in system implementation, enhancement and monitoring
- Ensure record completeness, proper system procedures and controls can fulfill company policies and statutory requirements

Job Requirements:

- Degree holders in Finance/Accounting or related disciplines
- Minimum 3 years' commercial accounting with hands-on experience in conducting accountancy work in sizable company
- Prior knowledge in Oracle System is an advantage
- Attention to details, open-minded to adapt changes, a good team player with excellent communications and interpersonal skills, self-motivated and result-oriented
- Able to deal with multiple tasks and meet tight deadlines
- Proficiency in Google Sheet (Excel) and Google Slides (PowerPoint)
- Good command of both spoken and written Chinese & English

Work location for positions 1-4, 6 will be at Causeway Bay office; positions 5, 7 -12 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:

People Department

Morning Post Centre,
22 Dai Fat Street, Tai Po Industrial Estate,
New Territories, Hong Kong
OR

email: career@scmp.com

Please mark 'Private & Confidential' and quote reference number.



Visit scmp.com/careers for details

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.

GENERAL



Environmental Protection Department

Training and Development Officer (Non-civil Service Vacancy)

Salary: HK\$45,000 per month

Closing Date for Application:
6 April 2018

Telephone Enquiry: 3521 1253

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



香港房屋委員會 Hong Kong Housing Authority

Maintenance Surveying Graduate

(Temporary Training Vacancy)

Training Honorarium:
\$21,500 per month

Closing Date for Application: 18 April 2018

Tel. Enquiry: 2761 7627

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



LANDS DEPARTMENT

Workman I (Civil Service Vacancies)

Salary: Model Scale 1 Pay Scale Point 3 (HK\$13,285 per month) to Model Scale 1 Pay Scale Point 13 (HK\$16,240 per month)

Closing Date for Application: 9 April 2018

Tel. Enquiry: 2231 4012 or 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.

Rocco Design Architects 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 post shall be as follows:

Resident Assistant Building Services Inspector (RABSI)

- 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.
- 3 years' relevant post-qualification experience of site supervision of building services installations.
- 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.

[*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 2018. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment.

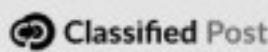
Interested parties, please send full resume giving details of qualification and experience, expected salary, date available and contact number to **Human Resources Department, Rocco Design Architects Limited, 38/F AIA Tower, 183 Electric Road, North Point, Hong Kong** or email to careers@rocco.hk.

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.

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MERCHANDISING, MANUFACTURING & TRADING

STAR International Trading Company Ltd.

Importers Exporters & Manufacturers Representatives

About Star International Trading Company Limited
We are the trading company established in 1977 for general merchandize in Central Hong Kong. We have been developing Ecommerce last 5 years and looking for a candidate to join our team.

Assistant Merchandiser for On-line and Off-line General Trade

Requirements:

- Form 7, Diploma or Degree holders
- Minimum 3 years of merchandizing experience in Trading / manufacturing / buying office
- Excellent analytical and Excel skills
- Able to work with buyers and suppliers independently
- Good command of written and spoken English and Mandarin are compulsory
- Team player who can work under pressure

Job responsibilities

- Responsible for providing quotations for day-to-day On-line inquiries on Ecommerce site
- Sourcing products from various websites
- Responsible for order negotiation, sales, issue proforma invoice, order follow up and arrange shipments
- Work closely with team members to understand their business and support them to come up with practical solutions.

Interested parties, please send the resume to
info@sitcohk.com or fax the resume to
(852) 2845 1695.

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T : 2565 8822 E : classified@scmp.com

Classified Post

GENERAL

HAW PAR MUSIC FOUNDATION

Haw Par Music Foundation ("the Foundation") is a not-for-profit educational organisation formed in 2013. It serves a dual purpose to provide a cultural environment for the people of Hong Kong to study western and Chinese music; and to conserve the unique Haw Par Mansion as a heritage landmark open to the public.

The Foundation now seeks executives with a passion in arts and culture to join the startup team to plan and deliver the music programmes.

Executive Director, Programming (Ref: ED)

The Position
Reporting to the Chairman / the Council, the Executive Director, Programming will be responsible for the artistic contents and offerings by the Foundation; and daily operations.

Primary responsibilities include:

- Developing the annual programme plan, the overall curriculum, including programme budgets and handling contract administration
- Planning the scope and contents for classes and performances with an appropriate balance of artistic genres, interests of the community and the educational mission of the Foundation
- Identifying opportunities for meaningful interaction with professional artists, students, donors/sponsors and the community at large
- Negotiating contracts, riders and agreements with artists, agents, and artist management companies for performances with the best possible audience experience and financial position of the Foundation
- Overseeing daily operations; working closely with senior management to ensure timely communication and promotion about class offerings, events etc
- Liaising with art groups, sponsoring organisations, Government departments, media etc to coordinate event details

The Candidate
The ideal candidate should possess the following attributes:

- Academic training in music or arts-related discipline with 10+ years' experience in the field
- Experience and knowledge in all genres of the performing arts, particularly in chamber music and arts-driven programming
- Organisational and events management skills
- A strategic thinker/planner, detail oriented, organised and an ability to manage multiple tasks
- A passion for the performing arts, a willingness to embrace innovation, a collaborative spirit, and genuine curiosity about the role of the arts in education and the community
- Good interpersonal and communication skills

Administration Manager / Assistant (Ref: AM)

The Position
Reporting to the Executive Director, Project Development and Executive Director, Programming, the Administrative Manager / Assistant provides administrative support to ensure efficient operation of the office.

Primary responsibilities include:

- Supporting the Office through a variety of tasks related to administration, organisation and communication
- Handling all materials and contents timely with effective communication to all parties concerned
- Ensuring accurate, timely and quality completion and delivery of services
- Providing secretarial support in meetings, including Council meetings
- Handling ad hoc activities as and when required

The Candidate
The ideal candidate should possess the following attributes:

- Proven administration experience; knowledge of office management systems and procedures
- Good time management skills and ability to multi-task and prioritise work
- Strong organisational and planning skills; attention to detail and problem solving skills
- Experience serving the Board, Committees and secretarial work
- Good interpersonal; written and verbal communication skills
- Proficient in Microsoft Office software

A letter of application setting out in detail why the applicant considers himself or herself suitable for the position, together with a full curriculum vitae (including expected salary), should be sent by email to career@hawparmusic.org, quoting the corresponding job reference. The closing date for application is **27 April 2018**. Candidates who are selected for interview will normally receive an invitation about four to six weeks from submission of application.

The Foundation reserves the right not to fill the positions. The information provided by an applicant will be used for consideration of the application.

Manager

The Opportunity
If you are young, ambitious and looking to self-actualize yourself, this may be your opportunity.

We are a fitness equipment distributor established since 1994. Our Hong Kong General Manager of more than 17 years has decided to emigrate. This creates an opportunity and challenge for you to succeed him.

The Challenge:

- Attractive salary
- Yearly bonus and profit sharing based on personal and company's performance
- Opportunity to manage the whole company including sales/marketing functions

Basic Qualification

- Preferably Business and/or Marketing graduate
- Healthy and passionate about fitness
- Industrious, independent and determined
- People and customer service oriented
- Ability to train and retain staffs
- Can conduct business in Cantonese and English


Apply in writing with full resume to: **Human Resource, Active Lifestyle Group, arthur@activelifestyle.com.sg**

BANKING BONANZA

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醫院管理局

HOSPITAL AUTHORITY

Vision

• Healthy People
• Happy Staff
• Trusted by the Community

Mission

• Helping People Stay Healthy

Values

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

Hospital Authority Head Office

Senior Systems Manager (Information Technology Security and Risk Management)

(Ref: SSM/HOITD1803004/11812)

Office
Information Technology and Health Informatics Division

Pay
HK\$138,722 to HK\$159,824 per month (including Monthly Allowance)

Job
Reporting to the Chief Systems Manager of Infrastructure Services, the incumbent will take up a leading role in the area of Corporate Information Technology Security and Risk Management. Through leading and coordinating the Information Technology (IT) security professionals, cluster hospitals and business units within Hospital Authority (HA), the incumbent is expected to establish, implement and maintain corporate-wide IT risk and security plans to ensure that HA IT assets are adequately managed and protected:

1. Formulate IT Security and Risk Management strategy.
2. Develop and maintain IT security and risk management roadmap and implementation plans.
3. Develop, communicate and ensure compliance with relevant policies, standards and guidelines.
4. Advise HA management on a broad range of information security standards and best practices.
5. Monitor and report progress of information security and risk programs to governance bodies.
6. Coordinate and work with various business units on IT and IT risk management projects covering risk analysis, risk management processes, roles and responsibilities.
7. Provide strategic and tactical security guidance for all IT projects, including the evaluation and recommendation of technical controls.
8. Liaise with the Enterprise Architecture Office to ensure alignment between the security and enterprise architectures.
9. Support the HA Corporate Information Security and Privacy Office to implement appropriate technical controls to strengthen the confidentiality and protection of sensitive data (i.e. patient and staff).
10. Support the HA Corporate Information Security and Privacy Office in the creation and management of information security and risk management awareness and related training programs.

Entry Requirements

1. A degree in Computer Science or relevant disciplines; or equivalent.
2. Over 15 years' post qualification Information Technology related experience.

Preferred Attributes

1. Possession of Certified Information Systems Security Professional (CISSP) or equivalent.
2. Over 8 years' experience at a managerial position including a minimum of 4 years acting as a top leader in information security in a major corporation.
3. Visionary leader with strong acumen in technology and business management.
4. Hands-on knowledge of security and risk management standards and frameworks.
5. Significant experience and training in a combination of Information Management, IT Security and Risk Management, preferably in the healthcare sector.
6. Excellent written and verbal communication skills with the ability to communicate security and risk-related concepts to technical and non-technical audiences.
7. Good understanding and information security risk management experience with modern IT technologies (i.e. Cloud, IoT, Big Data and Mobility) and healthcare IT applications.
8. Skills in project management, financial management, scheduling and resources management.
9. Ability to lead and motivate cross-functional, interdisciplinary teams to achieve tactical and strategic goals.

Remarks

1. Appointment will be on contract terms for a period of 2 – 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. May be required to work in another work location to meet service needs of the HA.
3. Please submit application online on or before **6 April 2018** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 8894 or 2300 8896.

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 15 June 2018 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



LEISURE AND CULTURAL SERVICES DEPARTMENT

Resident Stage Manager (Non-Civil Service Vacancy)

Salary: HK\$20,920 per month

Closing Date for Application:
6 April 2018

Tel. Enquiry: 2601 8632

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



Consulate General of India Hong Kong

VACANCY CIRCULAR

Applications are invited for the following post:

Name & No. of post: Marketing Executive (01)

Desired Qualifications


1. Have relevant skills for creating presentations, web designing and newsletters.
2. Good knowledge of Cantonese & Mandarin.
3. Applicant having skills in reading, writing and speaking English will be preferred.

In addition, the employee is entitled for yearly bonus equivalent to one month salary and mandatory provident fund.

Interested applicants should send their applications to the undersigned with detailed bio data along with a copy of valid Hong Kong Work Permit/Resident visa/residence & education certificates at Fax No. 2866 4124 or E-mail at culture.hongkong@mea.gov.in. Last date for sending application is 15.04.2018

(Narayan Singh) Head of Chancery

ENGINEERING & TECHNOLOGY



Environmental Protection Department

Contract No. EP/SP/66/12

Integrated Waste Management Facilities Phase 1

AECOM Asia Company Limited invites applications for the following Resident Site Staff positions for contract administration of design-build-operate Contract No. EP/SP/66/12 – Integrated Waste Management Facilities (IWMF) Phase 1 and supervision of the design and construction of an artificial island and the major facilities under the Contract which include (i) moving grate incinerators to turn 3,000 tonnes of municipal solid waste (MSW) per day into heat and electricity; (ii) a mechanical treatment sorting and recycling plant to recover useful materials from 200 tonnes of MSW each day; (iii) a power generation and electricity import and export system for export up to 100MW surplus electricity to the power company's electricity grid through 132kV submarine cables; and (iv) a MSW container handling system.

RESIDENT ENGINEER (ELECTRICAL AND MECHANICAL)

Ref. No: RE(E&M)/10501/WUD

- Candidates should be Corporate Members of the Hong Kong Institution of Engineers in Electrical/ Mechanical/ Energy/ Chemical/ Control, Automation and Instrumentation discipline elected after 5 December 1975 or equivalent ; and
- Minimum 2 years relevant post-qualification experience.

RESIDENT ARCHITECT Ref. No: RA/10502/WUD

- Candidates should be Members of the Hong Kong Institute of Architects or equivalent institution in Architecture; and
- Minimum 3 years relevant post-qualification experience.

RESIDENT INSPECTOR OF WORKS Ref. No: RIOW/10503/WUD

- Candidates should have Diploma from a technical institute in Hong Kong or equivalent in Civil or Structural discipline with minimum 7 years relevant post-qualification experience; or
- Higher Certificate from a technical college in Hong Kong or equivalent in Civil or Structural discipline with minimum 8 years relevant experience inclusive of minimum 5 years relevant post-qualification experience; or
- Minimum 4 years appropriate experience as Assistant Inspector of Works in a Government or quasi-Government project.
- Experience with reclamation works is preferable.

RESIDENT ASSISTANT INSPECTOR OF WORKS Ref. No: RAIOW/10504/WUD

- Candidates should have Diploma from a technical institute in Hong Kong or equivalent in Civil or Structural discipline with minimum 3 years relevant post-qualification experience; or
- Higher Certificate from a technical college in Hong Kong or equivalent in Civil or Structural discipline with minimum 4 years relevant experience inclusive of minimum 1 year relevant post-qualification experience; or with minimum 4 years relevant experience inclusive of 1 year as Works Supervisor in a Government or quasi-Government project; or
- Minimum 3 years appropriate experience as Works Supervisor I in a Government or quasi-Government project.

RESIDENT WORKS SUPERVISOR I Ref. No: RWSI/10505/WUD

- Candidates should have Certificate from a technical institute in Hong Kong or equivalent in Civil/ Structural discipline or completed a technician apprenticeship; and minimum 3 years relevant post-qualification experience.

RESIDENT WORKS SUPERVISOR II Ref. No: RWSII/10506/WUD

- Candidates should have Certificate from a technical institute in Hong Kong or equivalent in Civil or Structural discipline or completed a technician apprenticeship.

RESIDENT CLERICAL ASSISTANT Ref. No: RCA/10507/WUD

- Candidates should have completed Form 4 or equivalent; and have minimum 2 years relevant experience.

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

Confidential applications with full resume, availability and contact numbers should be sent by **6 April 2018** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, Hong Kong** or email to siterecruiter-hk@aecom.com. Candidates who submitted their applications for the above positions on or before 6 October 2017 do not need to re-apply; their applications will be considered with those received by 6 April 2018. (Please quote the REF NO. on the application letter and envelope)

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



WSP (Asia) Limited 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 retrofitting works under CV/2014/03 and CV/2015/01 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 Senior Survey Officer, Quantity (Job ID# 36598)

- **either (i)** at least 5 passes in previous HKCEE including English Language (Syllabus B) at grade E or above and Mathematics at grade C or above, plus a Certificate from a Technical Institute in an appropriate discipline with at least 7 years of relevant experience inclusive of 4 years of relevant post-qualification experience;
- **or (ii)** at least 5 subjects in the HKDSE 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 at Level 2 or above and Mathematics at Level 3 or above in Compulsory or Extended Parts, plus a Certificate from a Technical Institute in an appropriate discipline with at least 7 years of relevant experience inclusive of 4 years of relevant post-qualification experience;
- **or (iii)** a Higher Certificate from a Technical College or Diploma from a Technical Institute or equivalent in an appropriate discipline with at least 4 years of relevant post-qualification experience;

Resident Survey Officer, Quantity (Job ID# 36600)

- **either (i)** at least 5 passes in previous HKCEE including English Language (Syllabus B) at grade E or above and Mathematics at grade C or above, plus a Certificate from a Technical Institute in an appropriate discipline with at least 3 years relevant post-qualification experience;
- **or (ii)** at least 5 subjects in the HKDSE 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 at Level 2 or above and Mathematics at Level 3 or above in Compulsory or Extended Parts, plus a Certificate from a Technical Institute in an appropriate discipline with at least 3 years of relevant post-qualification experience;
- **or (iii)** a Higher Certificate from a Technical College or Diploma from a Technical Institute or equivalent in an appropriate discipline;


Resident Clerical Officer (Job ID# 36644)

- At least 5 passes in previous HKCEE including English Language (Syllabus B), Chinese Language and Mathematics at grade E or equivalent; and
- 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

you meet the above job requirements, you are invited to present your application via our job application system. Please visit our WSP website at <http://www.wsp.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, Level 7, One Kowloon Building, 1 Wang Yuen Street, Kowloon Bay, Hong Kong on or before 20 April 2018.

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

ENGINEERING & TECHNOLOGY



Civil Engineering & Development Department
Liantang / Heung Yuen Wai Boundary Control Point
Site Formation and Infrastructure Works

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration of the Liantang / Heung Yuen Wai Boundary Control Point (BCP), which comprises mainly site formation works for the development of the BCP and a 11km long dual two-lane trunk road (with at-grade roads, viaducts and tunnels) connecting the BCP with Fanling Highway and associated works.

RESIDENT ENGINEER (E&M) Ref. No: RE(E&M)/10508/WUD

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

RESIDENT LANDSCAPE ARCHITECT Ref. No: RLA/10509/WUD

- Candidates should be Corporate Members of the Hong Kong Institute of Landscape Architects or equivalent and with relevant experience.

ASSISTANT RESIDENT ENGINEER (CIVIL) Ref. No: ARE(C)/10510/WUD

- Candidates should have satisfied the academic requirements for Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline; and
- 3 years of practical training and/or experience satisfying the training requirements for Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline.

RESIDENT QUANTITY SURVEYOR Ref. No: RQS/10511/WUD

- Candidates should be Corporate Members of the Hong Kong Institution of Surveyors Quantity Surveying Division or equivalent and with relevant experiences.

ASSISTANT RESIDENT ARCHITECT / ASSISTANT RESIDENT ENGINEER (ABWF) Ref. No: ARA/ ARE(ABWF)/10512/WUD

- Candidates should have Master Degree in Architecture or in an appropriate discipline or equivalent with at least 2 years recognized practical experience satisfying the experience requirements for the HKIA/ ARB Professional Assessment administered by the Hong Kong Institute of Architects or equivalent and candidates should have Grade E or above in English Language Syllabus B and Chinese in HKCEE or equivalent; or
- Bachelor Degree or above in Building Engineering or related disciplines with at least 3 years work experience in fitting out works / ABWF / wet trades or equivalent.

RESIDENT SENIOR SURVEY OFFICER (QUANTITY)
Ref. No: RSSO(Q)/10513/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 equivalent with at least 7 years relevant experience inclusive of 4 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 4 years relevant post-qualification experience.

RESIDENT SURVEY OFFICER (QUANTITY) Ref. No: RSO(Q)/10514/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 equivalent with at least 3 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

RESIDENT SENIOR INSPECTOR OF WORKS Ref. No: RSIOW/10515/WUD

- Candidates should have Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 11 years relevant post-qualification experience with Architectural Work experience; or
- Higher Certificate from a HKSAR technical college or equivalent in an appropriate discipline with at least 12 years relevant experience inclusive of 9 years relevant post-qualification experience with Architectural Work experience; or
- At least 4 years appropriate experience with Architectural Work experience as Inspector of Works in a Government or quasi-Government project.

RESIDENT INSPECTOR OF WORKS (E&M) Ref. No: RIOW(E&M)/10516/WUD

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

RESIDENT ASSISTANT INSPECTOR OF WORKS(CIVIL)
Ref. No: RAIOW(C)/10517/WUD

RESIDENT ASSISTANT INSPECTOR OF WORKS (E&M)
Ref. No: RAIOW(E&M)/10518/WUD

- Candidates should have Diploma from a HKSAR technical institute or equivalent in an appropriate discipline with at least 3 years relevant post-qualification experience; or
- Higher Certificate from a HKSAR technical college or equivalent in an appropriate discipline with at least 4 years relevant experience inclusive of 1 year relevant post-qualification experience; or with at least 4 years relevant experience inclusive of 1 year as Works Supervisor in a Government or quasi-Government project; or
- At least 3 years appropriate experience as Works Supervisor I in a Government or quasi-Government project.

RESIDENT WORKS SUPERVISOR I (CIVIL) Ref. No: RWSI(C)/10519/WUD

RESIDENT WORKS SUPERVISOR I (E&M) Ref. No: RWSI(E&M)/10520/WUD

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

RESIDENT WORKS SUPERVISOR II (CIVIL) Ref. No: RWSII(C)/10521/WUD

RESIDENT WORKS SUPERVISOR II (E&M) Ref. No: RWSII(E&M)/10522/WUD

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

RESIDENT ASSISTANT CLERICAL OFFICER Ref. No: RACO/10523/WUD

- Candidates should have 5 passes in HKCEE including English Language Syllabus B, Chinese Language and Mathematics at grade E with at least 3 years relevant experience.

Conditions: Appointments will be made on Agreement Term with AECOM Asia Company Limited in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications and experience.

Confidential applications with full resume, availability and contact numbers should be sent by **6 April 2018** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, N.T.** or email to siterecruiter-hk@aecom.com. (Please quote the REF NO. on the application letter and envelope)

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



HONG KONG HOUSING SOCIETY
香港房屋協會



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

Senior Manager
(Information Security & Governance)
[Ref: SM-IF&G]

The Job

- Establish and maintain an information security management framework for an effective enterprise-wide Information Security Governance Program; serve as a consultant to business-area users.
- Identify new risks and trends that may need to be addressed in information security policies, procedures and standards; and ensure information security programs are in compliance with relevant laws and regulations.
- Strengthen the IT Governance function to ensure the proper IT policies, procedures, standards, and practices cover full spectrum of IT-related activities and strategic alignment of IT with business goals
- Exhibit broad knowledge of governance, compliance and auditing frameworks and apply that in reviewing the quality of existing and new documentation
- Manage relationships and interactions with internal and external auditors and risk management function, and reviewing and reporting on open issues both prior to and subsequent to issuance.

The Person

- Bachelor's Degree in a related area such as Computer Science or Information Technology or other relevant certifications are a plus. Master degree is preferred but not a must.
- Minimum of 15 years of relevant work experience with a minimum of 5 years managerial experience.
- Risk-related industry-standard qualifications such as CISA, CISSP, CISM or CGEIT would be a strong recommendation.
- Knowledge on COBIT, ISO2700X, and ITIL.
- Must be a tech savvy strategic thinker who challenges the status quo

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.



Civil Engineering and Development Department – Kai Tak Development Project

AECOM Asia Company Limited invites application for the following Resident Site Staff position(s) for contract administration and construction supervision for the infrastructure works within Kai Tak Development Area.

RESIDENT TECHNICAL OFFICER (CIVIL) Ref. No: RTO(C)/10411/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 with at least 3 years relevant experience; or
- Higher Certificate from a HKSAR technical college or Diploma from a HKSAR technical institute or equivalent in an appropriate discipline.

RESIDENT WORKS SUPERVISOR I (E&M) Ref. No: RWSI(E&M)/10412/WUD

RESIDENT WORKS SUPERVISOR I (CIVIL) Ref. No: RWSI(C)/10413/WUD

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

RESIDENT WORKS SUPERVISOR II (CIVIL) Ref. No: RWSII/10414/WUD

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

Conditions: Appointments will be made on Agreement Term with AECOM Asia Company Limited 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 **13 April 2018** 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.



LEISURE AND CULTURAL SERVICES DEPARTMENT

1. Senior Marketing and Business Development Manager (Non-Civil Service Vacancy)

Salary: HK\$63,700 per month

2. Marketing and Business Development Manager (Non-Civil Service Vacancy)

Salary: HK\$40,660 per month

Closing Date for Application: 13 April 2018

Tel. Enquiry: 2921 0595 / 2921 0235

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

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GOVERNMENT

(Non-civil Service Vacancy)

COMMERCE AND ECONOMIC DEVELOPMENT BUREAU
CREATE HONG KONG

Create Hong Kong (CreateHK) is a dedicated office set up under the Commerce and Economic Development Bureau to lead, champion and drive the development of the creative economy in Hong Kong. The office is looking for suitable candidate to fill the position of **Manager (Design)** with salary of \$64,055 per month.

Entry Requirements:

- (a) A Bachelor Degree from a Hong Kong university or equivalent;
- (b) 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 equivalent¹;
- (c) A minimum of ten years' post-qualification working experience, preferably with at least six years at managerial level, related to management of public/ non-profit making projects, general administration and management of public organisation;
- (d) Sound knowledge of application software, including English and Chinese word processing, Excel and Powerpoint; and
- (e) The ability to work independently, strong problem-solving, analytical, organising, communication and report writing skills, and has excellent command of English, Cantonese and Putonghua. Experience in project management in government or quasi-government bodies or public service sector will be an advantage.

¹ For non-civil service appointment purpose, "Grade C" in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to "Level 3" in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Duties:

- (a) To assist in overseeing matters relating to the operation of the PMQ;
- (b) To handle all liaison and policy matters related to design such as collaborations between the Hong Kong design sector and counterparts in Mainland, Taiwan and overseas, and assist in handling matters related to the implementation of fashion initiatives;
- (c) To assist in the Design and Fashion Hub Project in Sham Shui Po;
- (d) To assist in vetting and assessing funding applications and progress/completion reports of projects bearing creative elements, especially of design;
- (e) To provide logistic support to the senior management in formulating policies and strategies for collaboration with the Mainland cities in design matters as well as exploring the market potentials of design industries;
- (f) To support the promotion of design thinking and creativity to the community of Hong Kong;
- (g) To provide support for CreateHK's participation in the Space Sharing Scheme for Youth.

Terms of Appointment: Successful candidate will be employed on non-civil service contract terms for 12 months.

Fringe Benefits: A gratuity may be granted at the end of contract period if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Ordinance (Cap. 485), will be equal to 15% of the total basic salary received during the contract period. Rest days, statutory holidays (or substituted holidays), annual leave, sick leave, etc., where appropriate, will be granted in line with the provisions in the Employment Ordinance.

How to Apply: Application must be made on the form G.F. 340 (Rev. 3/2013) which is obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Completed forms, together with copies of employment proof (applicable to all candidates) and official transcripts or other qualification documents (applicable to candidates holding qualifications obtained from institutions outside Hong Kong), should reach the following enquiry address on or before the closing date for application. Please specify on the envelope "Application for the post of Manager (Design)".

Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). When submitting the application, the candidate is required to provide copies of relevant certificates and copies of employment proof either by post to the following enquiry address or by e-mail to ccibper@cedb.gov.hk on or before the closing date for application.

Applications with incomplete or unclear information will not be considered. Candidates who are selected for interview will normally receive an invitation within four to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Address and Telephone Enquiry: Personnel Section, Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, 44/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. For enquiry, please call 2351 2629.

Closing Date for Application: 11 April 2018

General Notes:

- (a) 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.
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (d) 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.
- (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 written examination and/or selection interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview and/or written examination without being subject to any further shortlisting criteria.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.
- (h) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.
- (i) The above post is open for both male and female applicants.



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 post:

Assistant Manager (Banking Supervision)
(Credit Risk Modelling)

Key Responsibilities

- Carry out both on-site examinations and off-site reviews on credit risk models, in particular those related to internal ratings-based ("IRB") approach adopted by Authorized Institutions ("AIs") for the calculation of regulatory capital adequacy
- Assist in policy development and implementation of supervisory requirements, focusing on model-related regulatory standards
- Monitor international developments and industry practices on management of credit risk
- Provide support in advising other teams on credit risk-related issues under the Basel framework

Requirements

- University degree in finance, economics, risk management, statistics, mathematics or related fields
- 2 years of relevant experience in credit risk model development and validation in sizable AIs preferred
- Good knowledge of global and local regulatory requirements, supervision of financial institutions and risk management practices relating to credit risk
- Strong quantitative background
- Good presentation, analytical and communication skills

(Successful candidate will be posted to a special on-site examination team in the Banking Supervision Department which handles the day-to-day supervision of AIs.)

Closing Date for Application: 7 April 2018.

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



HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following positions in Hong Kong FMI Services Limited (HKFMI), a wholly owned subsidiary of the HKMA:

Senior Officer (Central Moneymarkets Unit)

Key Responsibilities

- Handle daily operations of the Central Moneymarkets Unit (CMU) using various operating and settlement systems
- Monitor daily CMU events to ensure smooth processing in accordance with pre-determined schedules
- Assist in preparation of Management Information System (MIS) reports
- Support system development and implementation of new CMU initiatives, and provide assistance to on-going CMU / RTGS system enhancement / development projects

Requirements

- University degree in finance, business or related fields
- At least three years' experience in international / domestic bond settlement; including CMU / Euroclear / Clearstream / Chinabond / Shanghai Clearing House operation, tripartite repo management service, corporate action and back office operations related to investment funds
- Hands-on experience in using various operating and settlement systems such as SWIFT Alliance, Euclid PC, EasyWay, CreationOnline, Chinabond, Shanghai Clearing House terminal CMT, MBT, etc.
- Solid experience in testing application systems, e.g. preparing test plan / test cases and managing testing activities
- Knowledge of local and overseas operation of debt securities settlement systems such as Euroclear, Clearstream and related workflow an advantage
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing. Knowledge of macro and VBA programming
- Good command of both oral and written English and Chinese. Proficiency in Putonghua an advantage
- Good interpersonal and communication skills, with sound business sense and logical thinking
- Willing to work in shifts, including outside normal office hours, Saturdays, Sundays and public holidays, and under adverse weather conditions as required

(Candidates with less experience may be considered for an offer of appointment at Officer level.)

Senior Officer (Payment Systems)

Key Responsibilities

- Monitor the operation and payment flow of payment systems in Hong Kong and their system linkages with other financial market infrastructures to ensure their smooth and efficient operations
- Provide solid technical support in payment systems development and enhancement projects, including user requirements preparation, functional specifications review and implementation of user acceptance test
- Assist in documentation, membership management, contingency procedures and risk management of payment systems in Hong Kong according to relevant international standards or regulations
- Maintain payment systems database, develop and prepare analytical reports to facilitate relevant monitoring and management reporting
- Provide research support for the latest global development of key financial market infrastructures

Requirements

- University degree
- At least three years' relevant work experience
- Knowledge of local and overseas operation of payment systems, debt securities settlement systems and Fintech an advantage
- Good interpersonal and communication skills with good command in English and Chinese; proficiency in Putonghua an advantage
- Well-versed in MS Word, Excel, Powerpoint, SQL and Visual Basic
- Willing to work in shifts, including outside normal office hours, Saturdays, Sundays and public holidays, and under adverse weather conditions as required

(Candidates with less experience may be considered for an offer of appointment at Officer level.)

Senior Officer (Information Technology)

Key Responsibilities

- Perform business requirements analysis, system analysis, technical and database design, application system development and prepare technical specifications for business application systems
- Provide on-going user administration and technical support to application systems
- Provide viable solutions that improve operational efficiency and user experience, and deliver business initiatives

Requirements

- University degree, preferably with major in computer science, business information systems, information technology, business administration or related fields
- At least three years' relevant IT experience in banking and financial sector
- Solid experience in Oracle database design and XML design using VB.NET and J2EE framework
- Solid programming experience in Oracle, VB.NET, Java, XML and XML data binding
- Knowledge of various operating systems and cloud computing an advantage
- Proactive with good analytical, communication and negotiation skills
- Good command of English and Chinese

Systems Analyst (Information Technology)

Key Responsibilities

- Perform business requirements analysis, system analysis, technical and database design, application system development and prepare technical specifications for business application systems
- Provide on-going user administration and technical support to application systems
- Conduct intensive testing on business application systems
- Prepare user acceptance test plans and develop comprehensive test cases based on functional specifications, and provide support to users in various user acceptance test phases

Requirements

- University degree, preferably with major in computer science, business information systems, information technology, business administration or related fields
- At least two years' relevant IT experience in application systems testing, e.g. preparing user acceptance and technical test plans, test cases and managing testing activities
- Solid experience in Oracle database design and XML design using VB.NET and J2EE framework
- Solid programming experience in Oracle, VB.NET, Java, XML and XML data binding
- Knowledge of VMWare
- Knowledge of OTC derivatives an advantage
- Proactive with good analytical and communication skills
- Good command of English and Chinese

Closing Date for Application: 14 April 2018.

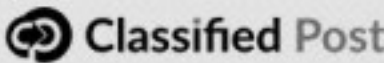
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