

STRAIGHT AND NARROW

Colum Bancroft of Alix Partners on keeping companies onside

> SECTION 1



EVENTS WATCH

Top Hong Kong companies to work for honoured

> SECTION 1



HOME TRUTHS

Getting yourself back into the Hong Kong job market

> SECTION 1



CHIEF INFORMATION OFFICER

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

Reporting to the Deputy Director (Administration), the Chief Information Officer will work in close collaboration with senior management of the Academy to define and implement an information technology (IT) and information system (IS) strategy utilizing the latest infrastructure and tools in mobile technologies, data warehousing, data mining, management information systems, institutional research, system security etc., fostering innovation and technology initiatives that advance the Academy's mission and strategic plans.

Key Responsibilities and duties include:

- All aspects of IT and IS infrastructure, systems and services that effectively enhance student education and experience supporting the needs of the Academy, Schools and Administrative Offices.
- Formulating relevant IT and IS policies and procedures on the use, operation and security of IT and IS systems and services.
- Identifying, assessing and recommending appropriate technologies that are responsive to the needs of users in accomplishing the Academy's strategic objectives.
- Managing IT and IS projects with vendors and partners throughout their development cycles, ensuring the quality level, cost-effectiveness and timeliness of systems and service delivery.
- Managing and leading an IT and IS team in supporting the teaching, learning and administrative environments through the use of technology.

Key Requirements:

Applicants should address these criteria in their application by citing relevant examples.

- A recognized university degree in Information Technology, Information Systems Management, Business Analytics and other related disciplines;
- At least 20 years of working years in the IT field and at least 10 years of solid senior IT and IS management;
- Expert knowledge of Higher Education Administration as well as Enterprise Resource Planning (ERP) application systems in student administration, Finance and Accounting operations; and Human Resources Administration;
- Proven management experience of IT and IS services and projects;
- Demonstrable progressive experience of applying technology to academic environment;
- High level of managerial, communication, interpersonal and negotiation skills; and
- Ambition to make a difference.

TERMS OF APPOINTMENT

Appointment will be made on a two-year contract, with renewal subject to mutual agreement. A gratuity payment equal up to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include housing allowance, leave, medical, and dental benefits. Starting salary will be commensurate with qualifications and experience.

APPLICATIONS

Interested parties should forward their applications with detailed curriculum vitae to:

The Human Resources Office
The Hong Kong Academy for Performing Arts
No.1 Gloucester Road, Wanchai, Hong Kong
Email: hro@hkapa.edu

Closing date for application is **14 July 2018**. For further details about the Academy, please visit its website at **www.hkapa.edu**. Please quote the reference code 'CIO' on the application.

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



醫院管理局 HOSPITAL AUTHORITY	Vision	Mission	Values
	• Healthy People • Happy Staff • Trusted by the Community	• Helping People Stay Healthy	• People-centred Care • Professional Service • Committed Staff • Teamwork

The Authority

The Hospital Authority ("HA") is a statutory body established under the Hospital Authority Ordinance in 1990. The HA is responsible for managing Hong Kong's public hospitals services since 1991. The main objectives of the HA are to provide comprehensive, affordable, highly professional and people-centred preventative, curative and rehabilitation healthcare services.

For further details about the HA, please visit the website at <http://www.ha.org.hk>.

Chief Executive

The Position

The Chief Executive ("CE") reports to the HA Board and its Chairman for execution of its plan, policies and objectives. The CE is responsible and accountable to the HA for the overall management of the Authority. He/she is responsible for managing the senior executives of the Head Office and the chief executives of clusters/hospitals and other centers to provide efficient and quality hospital services to the population of Hong Kong. The CE manages an organization of around 77,000 staff and has 15 direct reports. He/she manages an annual budget of around HK\$68.2 billion (approximately US\$8.7 billion).

Responsibilities

Specifically, he/she will:

1. Lead the development of corporate and annual plans.
2. Identify the needs of the community for public hospital services, prioritize issues, assess resources required and implement annual plans.
3. Develop human resources strategies and management systems for effective and efficient public hospital services.
4. Monitor and evaluate the effectiveness of the public hospital services.
5. Communicate, both externally and internally, the mission, targets and goals of the Authority.

Requirements

The CE is expected to exhibit vision, leadership, initiatives. He/She should be dedicated and enthusiastic in carrying out his/her responsibilities, and should have excellent interpersonal communication skills.

1. Tertiary education with substantial management experience in health care services.
2. Possession of medical/health care administration qualification a definite advantage.
3. Good knowledge of the operation of public hospital system in Hong Kong and/or overseas.
4. Proficiency in Chinese and English is preferred.

Remarks

1. An excellent package will be offered to the successful candidate, who will be recruited on contract terms.
2. **Please send a full curriculum vitae listing key career achievements to the Selection Committee for the Chief Executive of HA via email at shiukw@ha.org.hk or by post to Room 401S, Hospital Authority Building, 147B, Argyle Street, Kowloon, Hong Kong** (Attn: Ms Katherine SHIU, Chief Manager (Human Resources)2, Human Resources Division).

Your application will be forwarded to Korn/Ferry International (HK) Limited, an international executive search firm which has been engaged by the HA to conduct the search assignment including the processing of applications.

3. **Applications for this post will close on 6 July 2018.** All applications will be kept in strict confidence and will be used solely for the purpose of this recruitment exercise. For enquiries, please call 2300 6997.
4. The HA reserves the right not to fill the position or to fill the position by invitation.

General Notes

1. **We support the employment of people with a disability.**
2. Applicants who do not hear from us within 10 weeks after the closing date may consider their applications unsuccessful.

Sales Director

US MARKET COVERAGE • NEWLY CREATED POSITION

Our client is a well-established manufacturer of various fashion and textile products. As a subsidiary of a renowned conglomerate in China, they have positioned themselves to further invest and expand into the US market by recruiting a seasoned sales candidate to help expand the company.

Reporting directly to the Executive Director, you will be tasked to help further develop the textile and apparel OEM business in US from scratch. You are expected to work independently to drive sales by bringing in new local contacts in the US - with both well-established and up-and-coming fashion brands with a focus on mainly mass markets. You will act as the company's trusted advisor on the strategies to build brand awareness and pitch innovative OEM solutions. You are expected to travel frequently to the US and China to act as an effective bridge to ensure smooth communication amongst clients, manufacturing operations and company headquarters, and eventually help set up their subsidiary in the US.

To qualify, you should have at least 15 years solid sales experience in either importer or retail brands in the fashion industry, with an established network and clientele with end-buyers in the US market. Solid understanding about fashion, textile or merchandising is required. Native English language is required. Prior working experience in Asia is a big plus while you should be able to demonstrate excellent presentation skills and strong work ethic. Great cultural sensitivity to both Western and Chinese culture is critical and you should be an entrepreneurial individual comfortable working individually in an autonomous environment with great flexibility on travelling on a need and regular basis.

To apply for this position, visit www.michaelpage.com.hk and search for job title (ref: 3983450) or call Gabriel Nam on (+852) 3412 4862 for further details.



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www.michaelpage.com.hk

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:

Manager, Facilities Management	Manager, Development (Performing Arts)
Assistant Manager, Human Resources	Assistant Manager, Venue Operations (Performing Arts)
Security Services Supervisor	Graduate Engineer (Electrical / Mechanical Engineering)
Helpdesk Officer, Facilities Management	Marketing Officer
Ticketing Officer	

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

www.westkowloon.hk



Chief Operating Officer

The Samaritans in Hong Kong is a non-profit organisation providing confidential emotional support to people who are suicidal or in distress. We run a 24-hour multi-lingual hotline service which is operated by a team of over 100 unpaid volunteers. We also have an email service and community outreach programmes to the youth, the elderly and people bereaved by suicide.

The appointment as Chief Operating Officer requires a commitment equivalent to three days per week, with flexible working hours. The position will report to the Chief Executive Officer and the Board of Directors of the Samaritans. Expected monthly salary range is HK\$30,000 – HK\$40,000, depending on experience.

Principal duties include supervision of our paid staff and of our office premises and equipment, drawing up a publicity programme and chairing a fund-raising committee. Matters relating to the welfare of our callers and volunteers will not be the direct responsibility of the Chief Operating Officer. Qualities we seek in a candidate are:

- Understanding of and support for the Samaritans' objectives and principles
- At least 5 years of experience in administration, in a charity, NGO, business, government department or similar, including supervision of staff
- Some past involvement in fund-raising activities and working to a budget
- Experience of working with PR/ad agencies
- Some competence in IT/social media
- Proficiency in English and Cantonese desirable

Applicants should send their c.v. and a covering letter explaining the reasons for their interest in the position to **P. O. Box 44277, Shaukelwan Post Office, Hong Kong** or to our email recruitment@samaritans.org.hk. All applicants will receive a response from us. Selected candidates will be called for interview.

POWER PROFILE



GUIDING HAND

Managing director of Alix Partners, Colum Bancroft has carved out a varied career in the field of compliance, writes **John Cremer**

HIGH-FLYERS

Hong Kong's status as an international financial centre should never be taken for granted. It depends, as much as anything, on a reputation for upholding probity, vigilance and strict regulatory controls. That is where Colum Bancroft comes in.

As managing director of Alix Partners, he is at the forefront of efforts to identify and prevent corporate fraud and ensure clients operate in compliance with correct governance procedures and relevant laws.

It is a multifaceted role requiring a combination of research skills, practical experience, intuition, persistence, and an ability to ask the right questions and not accept the first answer. And since most cases these days have a significant technology component, a better than basic knowledge of systems and software is also essential to track possible wrongdoing and compile the evidence.

"It is certainly not routine work; no two jobs are ever the same," says Bancroft of leading the firm's financial advisory practice within the region. "By their nature, fraud schemes are not easy to find or unravel, and at the beginning of an investigation, often very little is known."

A new case might start with a call from a client, a law firm, the regulator, or a whistleblower with apparent cause for suspicion. Initially, they may just want help in determining if there is an issue and whether to take things further. Alternatively, the first step might be a request to do a proactive review in line with good corporate governance practices, which then turns up unexpected surprises. Or, for the most serious matters, the firm can work under instruction from legal counsel or an audit committee, unearthing and reporting the facts for others to decide how best to proceed.

Once an investigation is under way, Bancroft's team will look to obtain information from computers, documents, emails, smartphones and mobile devices, accounting ledgers and other business records. In this respect, some data analytics tools can be incredibly powerful, but the results must be combined with human insights.

"It could take weeks or months depending on the severity of the case," Bancroft says. "We speak to relevant people within the organisation to gather and present the evidence on who is involved, how long it's been going on, and how to put in place better controls and compliance procedures."

Bancroft's own professional training was as a chartered accountant, an area he chose in part because it offered the prospect of international assignments.

As the fourth of seven siblings, he grew up just south of Manchester, where his father was a local government lawyer and his mother a primary school teacher. Once dreams of a career in professional sport began to fade, he knuckled down instead to complete a three-year BA in economics at Leeds University in 1989, and then did his fair share of routine audit work while training with a mid-sized accounting firm back in Manchester.

When, though, the chance came for an overseas transfer – to Guernsey in the Channel Islands – he jumped at it. And, fortunately, the couple of years there, on secondment to the trust department of NM Rothschild & Sons, did indeed open doors to a much wider world.

"I wasn't passionate about accounting, but my career shows it gives a great foundation and I'm very glad I did it," he says.

Looking for experience further afield, he arrived in Hong Kong in early 1994 without a job, but soon found a spot with Baker Tilly where, over the next seven years – including a six-month sabbatical in 1998 to

study Putonghua in Beijing – he advanced to partner and handled IPOs, due diligence and major business valuations.

"It was a very broad range of experience and a great way of getting to know Hong Kong and China."

However, keen for a change of direction, he decided to set up his own trading business with some partners in 2001. From a base in South China, it sold decorative mouldings to casinos in Macau and, later, moved into manufacturing, providing an education in everything from production and delivery schedules to cash flow and quality control.

"I always enjoyed a challenge, and that was certainly a big one," Bancroft says. "I experienced a few headaches along the way and learned why expressions like 'buyer beware' and 'trust but verify' have entered the English language. Going through tough times is difficult, but it breeds resilience."

Those lessons, though, were put to good use after he sold up in 2007 to go into consultancy, first with a boutique restructuring firm in Hong Kong and then at Kroll Associates to establish an Asia-Pacific financial investigations practice. And since joining Alix Partners in January this year, the brief has been to help clients understand the risks associated with growth, tackle instances of fraud and corruption, put in preventive measures, and assist with post-merger integration and commercial disputes.

"A key goal is to develop a positive working environment," Bancroft says. "You need to understand the strengths, passions, aspirations and abilities of team members, so everyone pulls in the right direction. Nobody is best at everything, but everyone has the potential to be best at something."

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

Photo: Chungy Wong

NEWS BITS



In test case for gig economy, UK court backs contractor
LONDON – A London plumber who claimed he was unfairly dismissed after years of working as a contractor won a court ruling Wednesday giving him employment rights, in a closely watched case testing labour rules in the so-called gig economy.

Britain's Supreme Court ruled that Gary Smith, who worked for Pimlico Plumbers full-time for six years, was entitled to rights such as sick pay and minimum wage. Smith sought to reduce his hours following a heart attack, while the company argued he wasn't entitled to such protection because he was a self-employed contractor.

The case lays bare the problems that remain in the debate about independent contractors in the gig economy. Some companies argue the gig system provides lifestyle benefits for people who want flexibility, but the arrangements also allow companies to avoid expenses associated with hiring full-time employees. *AP*



British lawmakers call for tougher pay gap rules
LONDON – Britain's new gender pay gap rules should be tightened to ensure that highly-paid partners at consultancies, accountants and law firms cannot circumvent the spirit of the legislation, a parliamentary committee told the government on Wednesday.

The cross-party Treasury Committee said in its Women in Finance report it is "outraged" to omit partners' remuneration from the data.

Hoping to highlight gender discrimination and force companies into action, the government announced new rules last year that order firms with 250 or more employees to publish the difference between the average pay of male and female staff every year.

However, partners at professional services companies can be excluded from pay gap calculations because they are considered business owners rather than employees. *Reuters*



Half of women in science experience harassment, US report finds
WASHINGTON – Science has a sexual harassment problem. And it takes an economic and emotional toll on female researchers and stifles their scientific contributions, according to a new study.

The solution will require a "systemwide change to the culture and climate in higher education," the National Academies of Sciences, Engineering and Medicine says.

The study draws on decades of research and dozens of interviews with women who were targets of harassment. As long-rumoured allegations involving high-profile scientists finally come to light and organisations rethink their own rules for harassment, the 300-page report could help push substantive change.

"What victims are really looking for is to get back to work and to have the behaviour stop," said Kathryn Clancy, a University of Illinois anthropologist and a member of the committee that wrote the new report. *The Washington Post*



Adidas, Nike urged to ensure fair wages for World Cup kit workers
LONDON – Sportswear giants Adidas and Nike – two of the main sponsors of this year's football World Cup – must ensure workers in their Asian supplier factories are paid a fair wage as their share of the production cost dwindles, civil society groups said on Monday.

The share of what Adidas and Nike spend on making a pair of shoes that goes into workers' pockets has fallen by 30 per cent since the early 1990s, said the Clean Clothes Campaign (CCC), citing a shift in manufacturing from China to cheaper countries such as Indonesia.

"The brands decided to spend their money on football players rather than on the workers stitching their shirts and shoes," said the CCC in a statement.

Adidas and Nike are kitting out 22 of 32 teams at the tournament, which kicked off this week. *Thomson Reuters Foundation*

Photos: Shutterstock/Reuters

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CAREER DOCTOR

Get the best salary on your return to Hong Kong

I have spent 15 years working as an in-house solicitor in the financial sector, the last five of them in Europe. I am planning to return to Hong Kong later this year. I would like to return to my old employer, for whom I worked for six years. I left on very good terms and I have kept in touch with some of the management there.

If I do return to work there though, I want to get a favourable package, certainly better than what I had before. This will require some negotiation but I am unsure how to approach it without coming across as too pushy. What do you suggest I do?

Joan

A good approach for professionals



returning to a position in Hong Kong is to place yourself in the shoes of your prospective employers.

This would allow you to better structure your unique capabilities as an employee and ease the salary negotiation based on your prospective employer's priorities. While it can be assumed that everyone wants to be paid more, when you demonstrate you put others first, conversations like this come across as more amiable.

With your experience, it is also important to note that Hong Kong has a very dynamic economic landscape which means that, in the past five years while you were away, numerous companies have also gone through transformation.

Therefore it will be to your advantage to keep yourself informed of the changes.

Displaying knowledge like this also increases your value as a potential employee.

Establish a strong case to justify your higher salary expectations. It will be important to determine if your previous employer currently has a need for someone at your level of seniority or if you will be a good fit in the existing team.

You can also use your prior employment in the company to convince the hiring manager that you have the first-hand knowledge of the internal processes and perhaps more effective in this role than someone new to the company. Speak about the experience you have accumulated in the past five years which might make you more qualified and relevant than before.

It will also be useful to refer to salary



Photo: Shutterstock

guides and comprehensive research published by professional recruitment firms. Employers would have to consider market rates as well in order to make a competitive offer.

It is also common practice for employers in Hong Kong to consider the

candidate's last drawn salary to offer a reasonable increment. Ensure you are able to clearly present your current compensation and benefits package. Since you are relocating from Europe, you can also include the different standards of living in your negotiations.

Marta Verderosa is a manager at Michael Page Hong Kong

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

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EDUCATION

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 28th June, 2018 to: The Principal, No. 24 Sheung Heung Road, Tokwawan, Kowloon.

(Data collected will be used for recruitment purpose only)

基督教津小聘請

文憑教師

- 大學畢業，主修英文、中文(普教中) 或體育，具師資訓練，達英/普基準
- 能兼教宗教/音樂/視藝，利用電子教學，並有教學經驗者將獲優先考慮

English Teacher

- Degree holder with PGDE (Major in English) and have met the LPR; or
- Native English speakers with TESOL or TEFL ;

Teaching Assistant

- Diploma/degree holder with experience in education preferred
- Independent; have good language skills and computer skills
- Preferably have worked with non-Chinese speaking children

Please send application by post or email with full resume (and photo) to : **The Principal, Sharon Lutheran School, 18 Cherry Street, Tai Kok Tsui, Kowloon.**
[Email: sharon@sharonlu.edu.hk]

Evangel College (a DSS Through Train School) is looking for independent and professional candidates to fill the following positions:

Primary English Teacher/ Secondary English Teacher / Native-speaking English Teacher

- Willing to serve primary / Secondary/both primary and secondary students.
- A relevant degree, plus preferably training in education and experience of using language arts to teach English.

Please apply to **The Principal, Evangel College, No. 7, Chi Shin Street, Tseung Kwan O, N.T.** (Please write down "Application for Primary English Teacher/ Secondary English Teacher / Native-speaking English Teacher" on the envelope)
Fax: 2366-1732, E-mail: career@evangel.edu.hk
Personal data collected will be used for recruitment purpose only.

EDB Primary NET

We are looking for a EDB Primary NET to start working in August 2018.

Please submit C.V. to **The Salvation Army Tin Ka Ping School, Pok Hong Estate, Shatin.**
Fax. No.: 2649 4305 Tel. No.: 2648 9283
Email: tkpps@esd.salvation.org.hk

Think International Kindergarten

Experienced Native English Speaking Teacher

required to assist in teaching 4-5 years old. Must be Tell certified with 2 years of teaching experience

E-mail resume to thinkkg_ic@think.edu.hk

Personal data collected will be used for recruitment purpose only.

Native-speaking English Teacher (by funding)

We are looking for an enthusiastic high caliber Native-speaking English teacher with teaching experience and a good understanding of local primary English curriculum.

Requirements: A degree holder in the relevant subject with teaching qualifications at least at TEFL/TESOL certificate level. Applications with full resume and current/expected salary should be sent to **"The Recruitment Committee, Yau-mai Catholic Primary School, 41 Tung Kun Street, Kowloon" by June 18.**
(Personal data collected will be used for recruitment purpose only.)

ELTA needed

in Primary School in Ma On Shan.

Please send resume to: **mail@catshcc.edu.hk**

Teaching English courses including Phonics, Trinity GESE, Cambridge and more.

- Native English
- Experience in teaching young children is preferred

Send your CV to **formula@workshop@yahoo.com.hk**

BANKING & FINANCE

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools and also an IB world school with 200 faculty and staff providing dual language education to a multinational student body of more than 1300 students. We are inviting applications from interested candidates for the following position, starting asap.

ACCOUNTING ASSISTANT

The successful applicant will be assisting with the accounting team with the maintenance, reporting and management of the school's finances as directed by the Head of Accounts.

RESPONSIBILITIES

- Assist in the preparation of financial statements and reports
- Assisting with auditors when required
- Processing of invoices and payments
- Update the Accounts Payable / Receivable
- Following up on outstanding payments
- Updating fixed asset register
- Support the CFO and the team as requested

REQUIREMENTS

- At least 3 years' experience within a finance role
- Accounting Diploma (e.g. LCCI) desired
- Great communication skills in both English and Cantonese (oral and written)
- Experienced user of Accounting software (AccPac knowledge is preferred)
- Sound knowledge of generally accepted accounting principles and thorough working style
- Ability to work independently on assigned projects and tasks
- Strong self-motivation and flexibility, sense of responsibility and able to work independently

GSIS offers benefits such as competitive salary, medical health insurance, 20 days annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability.

Please apply with cover letter and CV, via our online recruitment portal (**https://mygsis.gsis.edu.hk/careers/job-openings/**) to the Head of Human Resources.

German Swiss International School Tel.: +852 2849 6216
11 Guildford Road Fax: +852 2849 6347
The Peak, Hong Kong E-mail: hr@gsis.edu.hk

Further information on the positions, the school, its facilities and programmes is available on our website: **http://mygsis.gsis.edu.hk/**.

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

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E: classified@scmp.com

Classified Post

 **香港浸會大學**
HONG KONG BAPTIST UNIVERSITY

GENERAL ADMINISTRATION OFFICE

Printing Technician I (PR423/17-18)

The Printing Section of General Administrative Office is looking for an experienced team player to fill the post of Printing Technician I. The appointee should have good knowledge and work experience in printing production. Major duties involve engaging in colour printing production, including (i) operation of GTO-52 colour printing machine and digital printing machine; (ii) operation of computer software for page composition for printing and colour management; (iii) operation, cleaning and maintenance of different printing machines and other machines for printing production, including bindery equipment; (iv) monitoring and quality control on printing production and solving of problems during the course of production; and (v) liaison with different parties and graphic designers to ensure the production maintains good standard.

Applicants should (i) have completed the relevant Associate Degree; or a Higher Diploma in Publication Design and Print Media; or a Higher Diploma in Printing and Publishing; or a Diploma in Vocational Education Programme, Print Media from the Vocational Training Council; or a Diploma in Vocational Studies in Advertising, Packaging and Printing; or equivalent; with at least five years of relevant work experience in the printing industry; (ii) be proficient with technology. Priority will be given to applicants with work experience in digital printing, page composition for printing and colour management; and (iii) be flexible, with strong self-motivation and quality of a team player with the ability to work independently and under pressure to meet tight schedules, and must have the ability to learn and become proficient in the use of existing and new technologies.

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.

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). Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at **http://pers.hkbu.edu.hk/pics**.

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

Closing date: 30 June 2018

 **Lutheran Academy**
— Lutheran School —

ELCHK Lutheran Academy is a vibrant Christian school in Yuen Long offering an IB program for Years 1-12. The school is accredited to teach both the PYP and IBDP and is a candidate school for MYP. We are now currently inviting applications for suitable candidates for the post of:

Head of Primary (starting from the 2018/19 school year)

The Head of Primary serves as the instructional leader and is responsible for the total operation of the Primary School based on the School's vision and mission operated under the Direct Subsidy Scheme (DSS) through-train mode. He/ she is supported by the IB PYP Coordinator in their role.

He/ she shall provide leadership, administrative and supervisory skills for the educational development of students as well as to promote parent and community involvement.

Requirements:

- Hold a Bachelor Degree or above, with professional qualifications in education (holder of Master Degree is an added advantage);
- Possess excellent fluency in English; ability to communicate in Cantonese / Mandarin is an added advantage.
- Well-versed with international curriculum and HK local curriculum;
- Possess IB knowledge and relevant leadership experience is highly preferred;
- Possess high level of organizational, analytical, communication and interpersonal skills;
- To think out-of-the-box and be open minded to work in a culturally diverse environment;

Attractive remuneration package and fringe benefits (gratuity included) would be offered.

How to apply?
Please send full Curriculum Vitae with your current and expected salary to us by emailing to **recruitment@luac.edu.hk** or mailing to "ELCHK Lutheran Academy, Lam Hau Tsuen Road, Yuen Long, New Territories", attention to the Principal. Please mark "Application for Head of Primary" on the subject line of the email or on the envelope. Only short-listed candidates will be invited to an interview. Review of applications will commence immediately and will continue until the position is filled.
All information received will be kept confidential and for employment-related purposes only.

 **香港中文大學**
The Chinese University of Hong Kong

Applications are invited for:-

Office of MBA and MiM Programmes, CUHK Business School
(1) Administrative Director (Marketing and Student Recruitment)
(Ref. 18000125)

The CUHK Business School, a leading business school and a pioneer in business education in Hong Kong, now seeks to appoint a high calibre candidate to the position of Administrative Director (Marketing and Student Recruitment).

Since its establishment in Hong Kong in 1963, the CUHK Business School has gained world recognition of nurturing business leaders with immense contributions in Asia Pacific. The School has been offering a comprehensive range of undergraduate and postgraduate programmes (MBA, MSc, EMBA, MPhil, PhD) with over 4,600 students, as well as executive education. It has one of the most extensive alumni network in the region, with over 34,000 alumni around the world.

Among all the master's programmes offered by the School, the full-time MBA is a highly selective programme, with an intake of around 80 students per year, and is ranked globally. The students are an internationally diverse group of highly motivated professionals. The part-time MBA programme caters to the needs of working professionals in Hong Kong and southern part of China whose needs are centred on leadership development. On top of these two programmes, in the last couple of years, various departments/schools of the Faculty have launched specialised Masters Programmes, including the Master of Science in Management (MiM) programme. With a variety of background and academic interest, these students often have high expectations on application and admissions experience besides the learning experience and development during their journey of studies.

Reporting to the Director of MBA Programmes and Associate Dean (Graduate Programmes), the Administrative Director (Marketing and Student Recruitment) is expected to supervise a specialised team in Communication, Marketing and Student Recruitment for MBA and MiM programmes and to:

- oversee all content creation, including curating and sharing information, to reach and engage audience effectively via various recruitment marketing channels such as search engines, social media, mobile apps, emails, etc.;
- develop and execute strategic marketing campaigns that are tracked and measured on all output while optimizing advertising spending;
- generate a pipeline of qualified leads and actively convert them into applicants;
- oversee/lead the team in developing and adopting a systematic approach to manage applicants' journey while cultivating programme ambassadors to partner with;
- manage technological infrastructure development of the programmes, including websites and CRM systems;
- work closely with the Student Experience and Development Team in the screening and selection of candidates to ensure pre- and post-admissions experience is thoughtfully managed and well-aligned;
- collaborate with Graduate Career Management Team on development of students societies, business competitions, student-led conferences, business practicums, career treks, etc.; and
- oversee preparation of budgets and annual reports.

The ideal candidate should have the following qualifications, skills and attributes:

- a Master's degree, preferably an MBA;
- a minimum of 12 years' post-degree work experience, including experience in marketing, admission/recruitment in tertiary education sector;
- be passionate about higher education and believe that education can equip business leaders to be more efficient and effective;
- have a gift for storytelling;
- excellent interpersonal and verbal communication skills to interact and form lasting relationships with students, alumni and senior business leaders; and
- excellent written and verbal communication in English; good command of Chinese (in Cantonese and/or Putonghua) would be an advantage.

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

Review of applications will begin on June 21, 2018, and will continue until the position is filled. Shortlisted candidates may be invited for informal discussions, on campus visits and interviews subsequently, as appropriate.

School of Pharmacy
(2) Professor
(Ref. 18000021)

The Faculty of Medicine at The Chinese University of Hong Kong is seeking outstanding applicants for a tenure track faculty position at the rank of Professor in the School of Pharmacy to build a world leading research program in translational precision medicine, health economics and policy, and innovative healthcare delivery.

Main duties of the position:

- continuing with the applicant's extramurally funded research programme in an area that the applicant is known for his/her research internationally;
- developing and leading a multidisciplinary research programme in translational precision medicine, health economics and policy, and innovative healthcare delivery;
- teaching in the Bachelor of Pharmacy (BPharm) and graduate programmes; and
- providing service to the School, Faculty, University and the scientific discipline.

Qualifications:

- PhD, PharmD, MD or equivalent in a relevant scientific discipline;
- established investigator of international repute in one or more of the following research areas: health services and policy, clinical pharmacology, clinical pharmacometrics, pharmacovigilance, big data, and artificial intelligence;
- record of research funding and productivity as evidenced by high impact peer reviewed publications;
- leadership in developing and sustaining new research areas;
- experience in team building and mentoring;
- evidence of collaborative interactions;
- excellent oral and written communication skills; and
- superb understanding of entrepreneurial activities.

For more information about the School of Pharmacy, please see **http://www.pharmacy.cuhk.edu.hk**.

Application Process:
A complete application should consist of:

- a letter of intent that addresses how your experience and record match the qualifications for the position;
- a summary of your research achievements and your long term research plan;
- a proposed plan of establishing world leading multidisciplinary research in patient care and wellness at CUHK;
- a description of your teaching experience and philosophy;
- a complete curriculum vitae and reprints of your top three publications; and
- the names, addresses and contact information of five professional references.

Candidates will be consulted before references are contacted, and all funded grants will be verified with the relevant funding agency. Applications will be accepted until the post is filled.

Faculty of Medicine
(3) Clinical Lecturer
(Ref. 1800011U) (Closing date: June 29, 2018)

Applicants should (i) have a medical qualification (approved for registration with The Medical Council of Hong Kong); (ii) preferably be a specialist in a medical specialty; and (iii) have an interest or preferably a track record of teaching medical students.

The appointee will (a) teach and perform teaching-related duties for medical students of the Faculty at the Prince of Wales Hospital (PWH) or units affiliated with the medical curriculum; (b) develop an interest in one or two of the following: clinical skills teaching, communication skills teaching, bioethics, e-learning, assessment, professionalism or any other area related to medical education; and (c) perform clinical duties of his/her specialty at PWH commensurate with his/her expertise and available time.

A half-time appointment is also negotiable.

Appointment will initially be made on contract basis for up to three years commencing end of 2018, renewable subject to mutual agreement.

Department of Geography and Resource Management
(4) Lecturer
(Ref. 180000YZ) (Closing date: June 18, 2018)

The Department invites applications for Lecturer post(s) in physical geography. Applicants should have (i) a higher degree (at least at Master level) in geography, environment science or other related disciplines, specializing in one or more of the following fields: hydrology, climatology, natural hazards and human responses; and (ii) demonstrated good experience in teaching. Some experience in research work will be an added advantage.

The appointee(s) will (a) teach both introductory and advanced undergraduate courses, postgraduate courses as well as general education courses; (b) contribute significantly to teaching programmes; and (c) take up other administrative duties as assigned.

Appointment(s) will be made on contract basis for up to two years commencing January 2019. Further information about the Department is available at **http://www.grm.cuhk.edu.hk/eng/**.

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**.

Tin Shui Wai Methodist Primary School

Do you believe that teachers can bring lifelong changes to students?

Are you willing to serve underprivileged children with different characters and learning needs?

Do you want to be part of a professional teaching team?

We serve children in Tin Shui Wai with the humanistic approach. We are now looking for candidates for the following positions:

1) English Teachers (contract)

- Degree holder (education major preferred)
- Proficient in English
- Truly passionate about teaching

2) Native English Teachers (not PNET)

- Native English speaker
- Teaching experiences in primary school preferred
- Degree holder (preferably TESL/TEFL qualification)
- HKID card holder or with valid working visa

Please fill in the online application form at **http://218.188.217.9/php/joinus/index.php3** and with CV uploaded.

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

TYPHOON CLUB HONG KONG

Typhoon Club Summer Course 2018

Due to the increased number of students for our annual summer courses, we are seeking temporary / p.t. native English teachers between 16 July - 24 August. Applicants should be qualified, energetic and enthusiastic. Varied hours are available and lessons are held in Admiralty. Interested parties should have the right to work in HK.

Please send resume to **moonsook@typhoonclub.com**

GENERAL

 **LEISURE AND CULTURAL SERVICES DEPARTMENT**

Music Officer (Civil Service Vacancy)

- Music Officer(Activities and Promotion)
- Music Officer(Chinese)
- Music Officer(Musicianship)
- Music Officer(String)
- Music Officer(Wind)

Salary: Master Pay Scale Point 29 (HK\$55,825 per month) to Master Pay Scale Point 33 (HK\$67,065 per month)

Closing Date for Application: 22 June 2018

Tel. Enquiry: 2601 8814 for posts (a), (d), (e)
2601 8664 for posts (b), (c)

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/App Store for information about the post.

EVENTS WATCH



REWARDING EXCELLENCE

Progressive businesses that foster a great work culture were honoured at the Best Companies to Work For in Hong Kong 2018 Awards Ceremony 2018, writes **Poyu Fong**

The Best Companies to Work For in Hong Kong 2018 Awards Ceremony was held at sky100 in Hong Kong on June 7th, marking its third anniversary. The entire team of Great Place to Work gave all those gathered a taste of what great workplaces are, how they thrive and how they can continue on their path to excellence and satisfaction.

The event, for which Classified Post and cpijobs.com are exclusive media partners, was hosted by the Great Place to Work Institute. The institute is a global research, consulting and training firm that helps organisations identify, create

and sustain great workplaces through the development of high-trust workplace cultures. It has been a leader in workplace culture for more than two decades and now operates in 58 countries across the globe. In the past year, Great Place to Work analysed data from 7,000 companies, which represent more than 11.5 million employees worldwide.

The host is honoured to have Caspar Tsui Ying-wai, the Under Secretary for Labour and Welfare as the special guest of the event. He emphasised the significance of fostering excellent workplace cultures in Hong Kong before presenting the awards to the 13 winning companies.

The event was a great opportunity for sharing and networking. Talented and knowledgeable people from the world's best multinationals with diverse backgrounds shared success cases and how they have been handling their challenges and managing great cultures and talents.

José Carlos Bezanilla, CEO of Great Place to Work in Greater China, in his address to the gathering, stressed the importance of creating an environment conducive to great teamwork.

"In order to climb to the summits of success and to conquer your ambitious objectives, you'll always need a team of loyal, aligned, engaged and innovative people," Bezanilla said. "But that rarely happens spontaneously; you need a leader creating an environment for them to thrive and unleash their potential. There's only one way to get 'to the summit': you have to work with a team. And for that, you need tons of trust."

The choice of venue, with its towering panoramic views, also provided a visual reminder to attendees of the ascent to the top. "Sky100 serves as an excellent analogy to 'conquering heights' by offering a splendid view of the city, which is a testament to our organisational mission of striving to build a better world, while making Hong Kong a great workplace for everybody," said Shane McDonnell, head of business development at Great Place to Work.

Tails Mao, head of research and logistics at Great Place to Work, also presented the institute's report, "The numbers and findings generally show only a slight change from last year but we did have more companies being surveyed," he said. "This shows a



Guests in discussion at the Best Companies to Work For in Hong Kong 2018 Awards Ceremony Photos: Andy Chau

growing interest in creating and validating the great efforts of leaders, creating better organisations and work environments in our community."

To be considered for a place on the Great Place to Work list, participating organisations must obtain a defined score on Great Place to Work's trust index survey, an employee survey used to measure employee feelings and culture audit, a report contains 15 open-ended questions which examines the value systems, policies and practices of the organisation.

The trust index survey is composed of five criteria: credibility, respect, fairness, pride and camaraderie, while culture audit comprises nine: thanking, caring, developing, hiring, celebrating, sharing, inspiring, speaking, listening. In the end, organisations that fulfil the requirements will be named as "Best Companies to Work For in Hong Kong" as an acknowledgement of the continuous efforts they have made to deliver and establish a great culture in the workplace.

Hong Kong performed better than last year despite there still being a 1 per cent gap between it and Greater China. The city's overall score in 2018 is 3 per cent up on that for 2017. That includes a rise of 3 per cent in terms of credibility, respect, fairness and camaraderie, but also a decline of 1 per cent in pride.

The top-5 strengths of this year are "physically safe", "sex, race, sexual orientation fairness", "ethical management", "flexible time off" and "friendly workplace", while the key opportunity areas are "profit-sharing", "special benefits", "fair pay", "favouritism" and "involvement in decisions".

The pool of participating companies has kept growing from year to year. At this year's deadline, 41 companies in Hong Kong were surveyed.

This edition of the awards was a particularly interesting one, offering a cross-section of business in Hong Kong, all of whom were committed to providing a great environment for their employees. The variety of industries was richer and the nature of the companies more diverse, including local firms and multinationals. The 13 companies who made it onto the list were all exemplary, deserving awardees.



Caspar Tsui Ying-wai, Under Secretary for Labour and Welfare delivers the welcome address



José Carlos Bezanilla, CEO of Great Place to Work Greater China addressing the ceremony

You need a leader creating an environment for [people] to thrive and unleash their potential

JOSÉ CARLOS BEZANILLA, CEO OF GREAT PLACE TO WORK GREATER CHINA

Great Place To Work

Best Companies to Work for
最佳職場
HONG KONG
2018

2018 Winners

Cisco (Hong Kong)
DHL Express Hong Kong
H&M Hennes & Mauritz
Hays
HNA Group
Hyatt Hotels and Resorts
Katalyst Group
Mars
Meltwater
Mercedes-Benz Financial Services
Hong Kong
NetApp Hong Kong
Tata Communications (Hong Kong)
Third Bridge

EDUCATION



KOREAN INTERNATIONAL SCHOOL

홍콩한국국제학교 韓國國際學校

Korean International School

Secondary Teacher of Art Position

Korean International School is seeking an enthusiastic and inspiring Art Teacher to join our high achieving secondary school. Experience with the IGCSE and A-levels program would be beneficial but not required. We are looking for candidates to fulfil this criteria:

- Plan and develop lessons to teach a variety of art concepts to students from Primary age to Year 13
- Use formative and summative assessments to differentiate instruction and give feedback to students and parents
- Use technology and other methods to design active, meaningful learning activities

Requirements for the Art teacher

- Minimum of a Bachelor's degree in art or other art related areas.
- Ability to build rapport with school-age students
- Excellent communication and presentation skills
- Passionate about building a culture of excellence within the school

Teachers should submit a cover letter and CV by email. All teachers must be certified by the Hong Kong Education Bureau.

All information should be sent to the school principal: cchadwick@kis.edu.hk



啓思小學附屬幼稚園

CREATIVE PRIMARY SCHOOL'S KINDERGARTEN

T: 2336 1212 F: 2338 6849 Website: www.cpskg.edu.hk

NATIVE ENGLISH TEACHERS

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

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

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

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

CNEC Lau Wing Sang Secondary School

Full-time NET
(Native-speaking English Teacher)

We are looking for a native-speaking English teacher whose service starts from mid-August 2018. Applicant has to fulfill the qualification requirements under the EDB Enhanced NET Scheme.

Applicant may send application with full resume to the **Principal, CNEC Lau Wing Sang Secondary School, 323 San Ha Street, Chai Wan, Hong Kong by 29 June, 2018.**

All information provided will only be used for recruitment related purpose.



東華三院

Tung Wah Group of Hospitals

Applications are invited for the following post:

KINDERGARTEN PRINCIPAL (REF: A2/KGPA/SCMP)

Tung Wah Group of Hospitals (Tung Wah) Kindergartens aims to provide comprehensive and multifarious education to develop the full potential of every student.

The kindergarten will provide bilingual education with a strong emphasis in English for children aged 3 to 6. Together with the innovative and unique curriculum, the kindergarten nourishes children's talents and knowledge as a foundation for their intellectual growth and well-being.

Tung Wah is seeking to recruit a Kindergarten Principal that shares our values and visions to lead the kindergarten.

Requirements

Applicants should meet the following requirements:

- (a) Possession of a recognized university degree in early childhood education or its equivalent;
- (b) at least 5 years' kindergarten teaching experience of which at least 3 years in the rank of Senior Teacher or equivalent and one year of the relevant post-qualification experience before 1 September 2018;
- (c) completion of a Certification Course for Kindergarten Principals recognized by the Education Bureau;
- (d) substantial experience in school administration and curriculum development;
- (e) experience in international curriculum is an advantage;
- (f) a strong commitment to quality early childhood education;
- (g) demonstrated abilities in team building and education leadership;
- (h) familiar with government regulations for operation of a kindergarten; and
- (i) fluent in English and Chinese (Cantonese and Putonghua).

Duties

Manage a kindergarten in accordance with the Education Ordinance and in line with the governance directives of the School Management Committee.

Salary and Conditions of Service

The successful candidate will be appointed on contract terms. The salary is subject to adjustment or being frozen by Tung Wah and/or with reference to the civil service pay review. Other benefits include training sponsorships, medical services and dental scheme.

Application Procedure

Please send your full resume (including rank and current administrative duties), your educational philosophy, and a completed application form [F601(j)] 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 25 June 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 Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 August 2018 may assume their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER



ELCHK Lutheran Academy

基督教信義會

ELCHK Lutheran Academy is a vibrant Christian school in Yuen Long offering the IB and DSE programs for Years 1-12. The school is accredited to teach the IBDP and PYP, is a candidate school for the MYP. We are now inviting applications from suitable candidates for the following position:

Primary Homeroom Teacher (Starting from 2018/19 School Year)

Job Duties

Primary Homeroom Teacher will teach a rigorous, ICT-infused and cross-curricular program within the PYP framework and take up pastoral care responsibilities for students of the class.


Required Qualifications and Skills

- B.Ed, TC, PGCE, PGDE or a relevant Bachelor's Degree with a Teaching Qualification
- 2 years teaching experience in a primary school is preferred
- IB training an asset but not essential
- Knowledge and skills in ICT literacy

Attractive remuneration package and fringe benefits would be offered.

For detailed requirements, job duties and application procedures, please visit www.luac.edu.hk/recruitment.

All information received will be kept confidential and for employment-related purposes only.



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

FACULTY OF SOCIAL SCIENCES

Department of Social Work

1. Lecturer I (PR414/17-18)

The appointee is expected to teach social work and/or social administration courses, supervise students' projects, coordinate and supervise fieldwork / practicum learning at undergraduate level or above.

Applicants should possess a Master's degree in social work or a related discipline, preferably a PhD degree. They should have relevant teaching and five years of direct practice experience in social work and a Registered Social Worker (RSW) qualification. Proficiency in both English and Chinese is required.

Initial appointment will be made on a fixed-term contract of one to two years commencing September 2018 or as soon as possible. Re-appointment thereafter is subject to performance review, mutual agreement and availability of funding.

FINANCE OFFICE

2. Assistant Finance Manager – Treasury Section (PR424/17-18)

The appointee is expected to assist the Finance Manager in supervising a team of five to seven accounting staff to carry out the following duties:

- (a) perform payment processing and managing the payment of invoices from suppliers/vendors;
- (b) handle full sets of accounts of PRC subsidiaries and provide relevant budgetary control and accounting services;
- (c) oversee the Accounts Payable and related management reports;
- (d) prepare financial projections and business plans for new projects of the University;
- (e) liaise with tax agents, legal advisors, banks, external auditors and regulatory bodies to ensure compliance with laws, rules and regulations;
- (f) work closely with user departments to streamline work processes; and
- (g) perform ad-hoc tasks as assigned.

Applicants should have/be:

- (a) a Bachelor's degree in Accounting with minimum of seven years of experience, including **five years of supervisory experience**, gained from sizeable company (Big 4 experience is a plus);
- (b) a qualified accountant with membership of a recognised professional accounting body;
- (c) strong analytical mind, good interpersonal skills, versatile problem solving skills and willingness to accept new challenges;
- (d) relevant work experience in handling payment processing and Oracle financial system will definitely be an advantage;
- (e) good numerical sense and detail-minded in planning/execution;
- (f) strong leadership and organisational skills in coaching, motivating and retaining talent;
- (g) ability to work under pressure and meet tight deadlines; and
- (h) good command of both written and spoken English and Chinese, including Putonghua.

Work Location: the Finance Office is currently on the Kowloon Tong campus and is expected to be relocated to Tsuen Wan campus by the end of this year.

For both positions, 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 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 the completion of the recruitment exercise unless upon request. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

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

Closing date: 23 June 2018

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Classified Post HR Conference is proud to hold its second event of 2018 on June 29 focusing on Rewards and Wellness: Better Ways for Motivation and Engagement.

Our expert speakers will unveil the contemporary compensation and benefit strategies to inspire the HR community in Hong Kong.



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GBS, JP

Secretary for Labour and Welfare



Mr. Royston Tan

Head of Health & Benefits, Hong Kong

Willis Towers Watson



Ms. Hayly Leung

General Manager, HR Services
Group Human Resources

Jardine Matheson Limited



Mr. Sum Wong

CEO and Co-Founder

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Ms. Elaine Lau

Chief Corporate Solutions Officer

AIA Hong Kong and Macau



Mr. Jeff Williford

Senior Facilitator


Disney Institute



Mr. Sunny Cheung

Chief Executive Officer

Octopus Holdings Limited



Dr. Tim Carey

Professional Consultant

The Chinese University of Hong Kong

EVENTS WATCH

TAKE IT TO THE TOP

An upcoming FranklinCovey event sets to highlight the qualities that form, and define, great leaders, writes **John Brennan**

Catherine Nelson, global vice-president, leadership solutions with FranklinCovey, a global company specialising in performance improvement, has a pithy maxim she likes to pass on to anyone who is doubting their ability to grow into a leadership role. Quoting Barry Posner, widely regarded as one of the world's foremost thinkers and educators in the field, Nelson tells them, "Great leaders are born – and so were you."

While acknowledging that some people innately possess more of the leadership skill set, Nelson believes the essential qualities can be developed given the same sort of time and effort devoted to the acquisition of so called "hard" skills.

As part of the FranklinCovey On Leadership world tour, Nelson will be attempting to answer the question "What Sets Great Leaders Apart?" at the Kowloon Shangri-la on July 5.

At the event, she will share the results of FranklinCovey's latest



Catherine Nelson, global vice-president, leadership solutions, FranklinCovey

research into the type of talent business unit leaders are looking for these days.

"They need people who can think big, who adapt quickly," she explains. "They need people who can develop and execute strategy. They need people who can coach the next generation of leaders."

While the advent of digital technology and evolving social attitudes are having a significant effect on leadership practices, the underlying principles of leadership effectiveness remain constant, Nelson notes.

"The more things change, the more certain things remain the same," she says. "Being a leader who inspires trust is a timeless and universal quality. Being a model, in terms of character and integrity, always matters."

Though it can seem there are myriad skills to master, Nelson believes there are really just four or five key leadership principles that can deliver 80 per cent of the hoped-for results.

"One centres on character and integrity. The second concerns vision, as leadership, by definition, means change. If you're improving the status quo, that's good, but that's management not leadership. Every great leader needs a vision and a strategy about how to get there."

Leaders also have to be able to execute flawlessly and achieve results through effectively mobilising their staff. "You've got to be able to empower people and communicate, as communication is such a critical leadership competency."

Nelson does recognise, however, that developments in digital technology are driving major changes in leadership practices, and this is happening for a number of reasons.

"The first is the sheer pace of

change. We've never seen change happening at the pace that it's happening today. So for leaders, just keeping up with these changes can feel overwhelming, and keeping your business relevant in the face of this change is really very challenging."

The advent of digital technology has made the nature of both the customer and the employee experience visible to a degree it never was before. This phenomenon can have a powerful effect on an organisation's reputation.

"We now have ringside seats in all sorts of situations," Nelson points out. She cites, by way of example, the ramifications of the recent smartphone video recording of the arrest of law-abiding black customers in a US branch of Starbucks. "Leaders have to deal with such issues, accept responsibility and proactively bring about necessary changes."

In this new world, leaders have to make sure they are training, retaining and empowering staff at all levels.

"In most organisations, 90 per cent of the time it's the lowest-paid employees who are engaging with the customers. So leaders have to empower and develop these people so they can be brand champions."

Nelson says there is what she describes as a war for talent going on, and organisations with a traditional top-down, authoritarian leadership style are less likely to win it.

"The younger generations don't want traditional bosses. They want coaches; they want people who are interested in their growth and development."

This coaching role is increasingly valued within organisations, she says. "If you're not developing the next level of leaders then you can't really call yourself a leader."

As they rise to higher and higher levels within an organisation, the skill



Photo: Shutterstock

set leaders need change. In her presentation on July 5, Nelson will explain the particular skills that first-level leaders, mid-to-senior-level leaders and, ultimately, executives, need. She says those attending should come away understanding where the leadership role is going,

and how their organisations need to invest in these different levels of leadership.

She is particularly keen to underline the role of leaders in the development of a specific ethos within an organisation.

"I think one of the most important

things for leaders to realise, right off the bat, is they are creating the culture within their organisation, every single day. What leaders value gets valued. What they tolerate gets tolerated. Way too many leaders are not consciously thinking about the culture they're creating."

EDUCATION



HEAD OF ACADEMIC STUDIES (CHINESE OPERA)

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

Reporting to the Dean of the School, the Head of Academic Studies will manage the suite of academic programmes in the School of Chinese Opera consisting of Diploma, Advanced Diploma and Bachelor of Fine Arts in Chinese Opera. Postholder will also be responsible for the development of new curricula at pre-tertiary and post-secondary levels. Following the recent successful re-accreditation of programmes in the School of Chinese Opera by the HKCAAAQ, the post-holder is expected to assume responsibility over all aspects of academic administration in the School, oversee effective implementation of teaching, learning and assessment across programmes, support academic staff in their teaching and professional development as performing arts educators, and engage in other academic development works within the School to promote the advancement of Cantonese Opera. The postholder will work closely with other senior academic staff and chair the School Teaching and Learning Committee.

Key Requirements:

The successful candidate should possess a higher degree, preferably a doctorate, and have had teaching and programme management experience in higher education in HK. He/she should possess the following attributes:

- A strong academic background in arts, humanities, creative or performing arts disciplines with an appropriate qualification, preferably at higher degree level.
- At least five years of experience in teaching and programme management at postsecondary/tertiary level.
- Solid knowledge of Hong Kong Qualifications Framework, quality assurance procedures and academic accreditation of programmes.
- Track record of developing assessment criteria, rubrics, grading schemes, and other assessment tools.
- Demonstrated record of teaching practice, coaching and developing the team of practitioners in adopting effective teaching and learning strategies.
- Team player with a high level of communicative competence and writing skills in English and Chinese (including Putonghua).
- An enthusiastic in advancing the study of Cantonese Opera within and beyond Hong Kong.
- Experience in Practice-as-Research activities would be an advantage.

TERMS OF APPOINTMENT

Appointment will be on a two-year contract, with possibility of renewal, subject to mutual agreement. A gratuity payment equal up to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include leave, medical, and dental benefits. Housing subsidy will be provided to the eligible appointee.


APPLICATIONS

Interested parties should forward their applications with detailed curriculum vitae to:

The Human Resources Office
The Hong Kong Academy for Performing Arts
No.1 Gloucester Road, Wanchai, Hong Kong
Email: hro@hkapa.edu

Closing date for application is **7 July 2018**. For further details about the Academy, please visit its website at **www.hkapa.edu**. Please quote the reference code 'H(AS-CO)' on the application.

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



SENIOR LECTURER / LECTURER (SCREENWRITING AND CREATIVE DEVELOPMENT)

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

The postholder will be responsible to the Dean, School of Film and Television. He/She will lead the major study in screenwriting and creative development. The postholder will design and deliver classes or modules and supervise screen production exercises and activities for students at all levels in the BFA (and MFA, where appropriate) programs. He/She will also be required to act as project supervisor for third year projects and/or graduation projects, as necessary. As a full-time faculty member, the postholder is expected to demonstrate additional teaching experience or substantial leadership in at least one additional area for Lecturer post or two additional areas for Senior Lecturer post, such as: Inter-disciplinary project development, Creative project development, Professional development and/or Curriculum/Pedagogical development.

Applicants should:

- possess an advanced degree in a relevant discipline;
- present examples of original creative writing in a literary, dramatic or screen context;
- demonstrate significant experience in creative writing or screen production;
- have experience as an originator or script editor in creative or functional story-telling;
- demonstrate excellence in teaching via student evaluations and/or outcomes;
- be responsible, reliable, motivated, able to work independently and possess excellent teamwork and interpersonal skills;
- have an excellent command of spoken and written Chinese or English, including language structure, grammar and writing styles;
- provide excellent written references.

Applicants for Senior Lecturer should additionally:

- lead, develop and implement current curricular and pedagogical practices
- present papers and advocate on behalf of the school at conferences or screen festivals
- demonstrate high level teaching skills, experience and leadership

TERMS OF APPOINTMENT

Appointment will be on a two-year contract, with possibility of renewal, subject to mutual agreement. A gratuity payment equal up to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include leave, medical, and dental benefits. Housing subsidy will be provided to the eligible appointee for Senior Lecturer post. Grading and starting salary will be commensurate with qualifications and experience.

APPLICATIONS

Interested parties should forward their applications with detailed curriculum vitae to:

The Human Resources Office
The Hong Kong Academy for Performing Arts
No.1 Gloucester Road, Wanchai, Hong Kong
Email: hro@hkapa.edu


Closing date for application is **7 July 2018**. For further details about the Academy, please visit its website at **www.hkapa.edu**. Please quote the reference code 'SL/L(TV)' on the application.

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


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EDUCATION

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啓歷學校
The British International School in Hong Kong

Pok Fu Lam Campus
French Language Assistant (part-time)

Kowloon Bay Campus
Sports Technician (full-time)

Pok Fu Lam and Kowloon Bay Campuses
Teaching Assistants (full time/part time)


Full details and application procedure can be found on our website:
<https://www.kellettschool.com/careers/hr>

Applicants are required to apply via our website
Closing Date: 25 June 2018


Applicants, who have not been contacted by 31 July 2018, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the Association for their interest

Kellett School is committed to safeguarding and promoting the welfare of children and young people

Personal data will be used for recruitment purposes only
Kellett School is an Equal Opportunities Employer



ST. PAUL'S CO-EDUCATIONAL COLLEGE



WORLD EDUCATION

Experiential Learning Coordinator

We are in search of an energetic, motivated and dedicated Experiential Learning Coordinator to become a vital and influential part of our spirit of service and excellence.

Essential Duties and Responsibilities:
Successful candidate must have a commitment to organize and supervise experiential learning activities that will involve the whole student and develop his/her **creativity, physique and empathy**. Specially he/she will organize and supervise programmes that will

- complement intellectual development and the academic curriculum
- enable students to develop personal qualities of self-reliance, determination and compassion
- inspire in students an awareness, concern and responsibility to serve the community
- draw upon students' resources in creativity and ability for action

You will also need to

- work actively with other areas of the College to ensure a spirit of college-wide collaboration, collegiality and teamwork
- foster links between the school and local community

Application must be sent on or before 30 June 2018 to:
The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong or by email to adminoffice@spcc.edu.hk.

Please mark "Confidential-Application for Experiential Learning Coordinator" on the envelope. The successful candidate will be required to undergo a Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)



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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



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 in the Department of Computer Science** [Ref. A/285/00]
Duties : Teach undergraduate and postgraduate courses, supervise research students, conduct research and perform any other duties as assigned.
Requirements : A PhD in Computer Science or related disciplines. Candidates should have an excellent proven record of research and teaching in Computer Science. Preference will be given to candidates with strong research background in Artificial Intelligence, Big Data Analytics, Information Security and Cloud Computing. Other areas of interest include Multimedia, Computer Vision, Software Engineering, Computer Networks, Databases, Computer Systems, Algorithms and Computational Biology.
- (2) Academic Coordinator (Aviation Management)** [Ref. C/477/00]
- (3) Academic Coordinator (Public Administration)** [Ref. C/478/00]
- (4) Academic Coordinator (Marketing and Business Administration)** [Ref. C/479/00]
in the School of Continuing and Professional Education
Duties : Oversee quality delivery of related programmes offered by the School including teaching, program management and development, work placement coordination, student project supervision, and any other duties as assigned. Working on weekends or in evenings may be required.
Requirements : **For post (2)**, a PhD/Master's degree in Aviation/Logistics or related disciplines. **For post (3)**, a PhD in Social Policy/Public Administration or related disciplines. **For post (4)**, a PhD in Marketing or related disciplines. Track records of quality teaching at undergraduate level and professional experience in the **aviation-related areas (including airline, airport, air cargo or logistics) for post (2), social policy/public administration or related areas for post (3) and marketing or related areas for post (4)** are required. Good connection in the profession/sector and experience in academic accreditation are preferred. Shortlisted candidates may be invited to a written test.
- (5) Senior Manager (Architecture)** (at the rank of Assistant Registrar) **in the Campus Development Office** [Ref. C/471/00]
Duties : Reporting to the Associate Director of Campus Development, the appointee will implement campus development programmes; assist in committee work, prepare design and administrative reports; assess accommodation requirements and planning, prepare briefs for new building and renovation projects; prepare documents on technical and fee proposals, and assess the submissions; lead project teams to ensure quality standards; provide professional advice on construction alternatives and renovation of facilities; prepare layout plans, architectural sketch design plans and specifications; conduct evaluation to identify project strategies and solutions; monitor project expenditures and progress to ensure timely completion; and perform any other assignments.
Requirements : A good honours degree in Architecture or related disciplines and full membership of HKIA/similar professional bodies, with at least 15 years' post-qualification management experience in design/construction/building/structural engineering projects in Hong Kong and Mainland China. Good command of written and spoken English and Chinese, ability to complete tasks independently, self-motivation for performance enhancement, proven management and leadership ability to complete tasks within tight project schedules, as well as good analytical and interpersonal skills are required. Substantial experience in higher educational institutions and/or experience in managing government subvention projects, ability to use AutoCAD, Revit and computer graphic software are preferred. Shortlisted candidates will be invited for a written test.
(Those who have responded to the previous advertisements need not re-apply.)
- (6) Visiting Fellow in the Department of Chemistry (Appointment for 12 months with possibility of extension)** [Ref. A/286/00]
Duties : Teach courses in Biology/Environmental Science at undergraduate level.
Requirements : A PhD/MPhil in Biology/Environmental Science or related disciplines with relevant teaching experience.
- (7) 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 advertisements need not re-apply.)
- (8) Part-time Lecturer in the Department of Asian and International Studies (Appointment for 4 months commencing from September 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)
(Those who have responded to the previous advertisement in March/April 2018 need not re-apply.)

Salary and Conditions of Service
For posts (1) to (5), initial appointment will be made on a fixed-term contract. Remuneration package will be highly competitive, commensurate with qualifications and experience. Fringe benefits include gratuity, leave, medical and dental schemes, relocation assistance for post (1) where applicable, and housing benefits for post (5) where applicable. **For posts (6) to (8)**, salary offered will be highly competitive, commensurate with qualifications and experience. Terms of appointment for post (6) will be based on the current visiting remuneration package. Fringe benefits for post (7) 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 : hrojob@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>, and include a current curriculum vitae. **For post (1)**, nominations can be sent directly to the Department of Computer Science [Email : csadm@cityu.edu.hk]. Applicants shortlisted for the post of Assistant Professor will be requested to arrange for at least 3 reference reports sent directly by the referees to the Department, specifying the position applied for. **For post (6)**, applicants shortlisted will be requested to arrange for at least 2 reference reports sent directly by the referees to the Department.

The screening process for posts (1) & (6) will continue until the positions are filled. The closing date is 23 June 2018 for posts (2) to (5) & (8), and 31 August 2018 for post (7). The University will give full consideration to all applications and nominations, and contact shortlisted applicants only. The University's privacy policy is available on the homepage.

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


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 2017).



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香港大學
THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Finance and Enterprises Office

(A) Finance Manager/Assistant Finance Manager (2 posts) (Ref.: 201800844)
(B) Accounting Officer (Ref.: 201800845) **(C) Clerical Assistant** (Ref.: 201800846) (to commence as soon as possible, on a two-year fixed-term basis, with the possibility of renewal)

For posts (A) and (B), applicants should possess a recognized degree in Accounting or Finance, or a related discipline and a professional accounting qualification. They should also have a good command of English and Chinese, strong analytical and organizational skills, the ability to work independently and self-motivation. Knowledge of Putonghua is an advantage. Shortlisted candidates will be invited to attend a written test. **For post (A)**, applicants should have at least 6 years' post-degree experience in auditing and/or accounting, and proficiency in PC and accounting software applications such as Oracle Financials and QlikView. The appointees' duties include but not limited to: (a) prepare timely regular and ad-hoc financial reports and variance analyses; (b) prepare financial highlights and forecasts, projections and analyses; (c) assist in formulating business models for evaluation; (d) participate in the resource planning and management; and (e) review and recommend improvement to the financial reports. Applicants with less experience/qualifications may be considered for appointment as Assistant Finance Manager. **For post (B)**, applicants should have at least 6 years' experience in auditing and/or accounting, and proficiency in PC and accounting software applications. The appointee will perform executive and supervisory duties in financial accounting, management accounting and project account management. **For post (C)**, applicants should have 5 passes in HKCEE including English (min. Grade C if Syllabus A/Level 2 from 2007) and Chinese (Level 2 from 2007) and Mathematics, OR min. Level 2 or equivalent in 5 subjects in HKDSEE including English Language, Chinese Language and Mathematics with at least 1 year's full-time work experience; proficiency in MS Office applications and Chinese word processing; and a good command of written and spoken English and Chinese. Knowledge of Putonghua is an advantage. They should also have good communication and interpersonal skills; and the ability to work independently and in a team. The appointee will assist in data input, performing general clerical duties and other duties as assigned.

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

Applicants should send a completed application form together with an up-to-date C.V. to the Finance and Enterprise Office at feappt@fo.hku.hk. Application forms (345/1111) can be downloaded at <http://www.hr.hku.hk/apptunit/jr-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. **Closes June 24, 2018.**

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

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

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

EDUCATION



The Hong Kong Academy
for
Performing Arts
香港演藝學院

2018/2019 Academic Year
**PART-TIME FACULTY FOR POST-SECONDARY,
UNDERGRADUATE AND POST-GRADUATE PROGRAMMES**

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

The Academy employs leading practitioner-teacher-scholars in a wide range of artistic and academic disciplines. Part-time faculty positions for high quality applicants may be available for specified periods during the academic year. First Semester and Winter Term of Academic Year 2018/2019 will cover 3 September 2018 to 19 January 2019; Second Semester and Summer Term, from 21 January 2019 to 15 June 2019. The Academy welcomes talented and inspiring faculty as possible part-time opportunities occur in the following:

School of Dance

- Ballet / Chinese Dance / Contemporary Dance / Improvisation / Contact Improvisation / 身韻 (Shenyun) / Choreography / Aesthetics and Criticism / Music for Dance / Anatomy & Dance Science / Dance History / Dance Education

Master's Programme

- Contemporary Dance Practice / Arts Practice / 20th Century Dance History (Chinese and Western) / Dance Education

School of Drama

- Acting / Movement / Tai Chi / History of Theatre / Directing

Master's Programme

- Drama in Education / Applied Theatre / Psychological Approaches to Acting / Physical Approaches to Acting / Theatre and Technology / Dramaturgy

School of Film and Television

- Production Management / Screenwriting / Directing / Camera and Lighting / Sound / Art Direction / Documentary / Cultural Journalism

Master's Programme

- Producing / Production Design / Screenwriting / Editing / Sound / Cinematography / Directing

School of Music

- Western and Chinese Instrumental Music Performance / Western Vocal Studies / Composition and Electronic Music / Conducting / Contextual Studies in Music / Choir / Western and Chinese Orchestration

Master's Programme

- Western and Chinese Instrumental Music Performance / Western Vocal Studies / Composition and Electronic Music / Conducting

School of Theatre and Entertainment Arts

- Set and Costume Design / Model-making / Technical Drawing / Drawing / Costume Technology / Property Art / Scenic Art / Lighting Design / Electrical Engineering / Digital Media Arts/ Project Management / Event Management / Sound Design / Music Recording / Sound System Design / Electronics / Photography / Music Appreciation / Music Technology / Technical Management / Production Management / Music Composition / Sound Operation / Health and Safety for Theatre / Make-up Design / Period Styles / Communication Techniques / Microphone Theory and Applications

Master's Programme

- Show Network and Control Systems / Midi and Music Technology for Music Production / Fundraising and Sponsorship / Creative Industries / Arts Management Policy and Practice / Scenic Design / Performance Theory and Practice / Scenography / Costume Design / Costume Technology & Construction / Costume Management / Puppetry / Music Composition for Theatre / Technical Direction / Production Management / Arts Marketing and Audience Development / Event Management / Arts Facility Management / Arts and the Law

School of Chinese Opera

- Foundation Work / Performance Movement / Cantonese Opera Performance Conventions and Routine Sets / Cantonese Opera Vocal Training / Percussion Training / Musical Instrument Training / Cantonese Opera Make-up and Costumes / Chinese Opera Repertoire / Practical Performance / Cantonese Opera Script Writing / Introduction to Chinese Theatre / Analysis of Cantonese Opera Singing / History of Cantonese Opera / Readings in Chinese Operatic Literature / Readings in Chinese Drama / Introduction to Chinese Music / Theory of Accompaniment and Analysis / Cantonese Opera Notation / Theory of Chinese Operatic Tunes and Melody Writing / Creative Structuring of Cantonese Operatic Singing and Instrumentation / Music Theory of Cantonese Opera and Aural Training / Cantonese Music Orchestral Training

Liberal Arts Studies

- Arts Profession and Environment / Chinese Society and Culture / The City and the Arts / Appreciation of Chinese Art / Appreciation of Western Art / Influence of Western Literature on Performing Arts / Understanding Chinese Culture through Practice / Economics and Personal Finance

Languages

- English / Putonghua / Cantonese / Italian / German / French / Japanese / Korean

Performing Arts Education

- Acting / Stage Movement / Play writing / Voice / Drama Genres / Play Reading and Analysis / Drama Criticism / Stage Make up / Health and Safety / Stage Management and Technology / Set and Costume Design / Lighting Design and Technology / Sound Design and Technology / Property Making / Safe Dance Practice / Movement Analysis / Improvisation / Dance Perspective –Historical Development / Dance Review / Ballet / Contemporary Dance / Jazz / Dance Technology / Partnering / Music for Dance/ Introduction to Theatre Terminology and Production Process / Dance Making / Chinese Dance / Street Dance / Tap Dance

APPLICATIONS

Applicants are expected to be degree holders in a relevant discipline, or demonstrate the highest level professional training to an equivalent level; plus relevant high level professional and international experience together with the ability to teach in English or Chinese. Prospective language faculty should be professionally qualified as teachers. Interested parties applying to teach Master's Degree programmes are expected to hold a terminal degree in a relevant discipline, together with a track record of high-level professional practice. For some areas of study, current professional practitioners are preferred whilst for others, university-level teaching experience would be necessary. Qualified and interested persons are invited to apply by completing a prescribed application form which will be kept on file under subject discipline until such a time when a vacancy may arise. When a specific post becomes available, shortlisted applicants will be contacted for interview. Application forms can be obtained from the **Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong** or by e-mail (hr@hkapa.edu). Application remains open throughout the year. Applications received will be kept on file for consideration by the Academy for one academic year only.

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



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

Hong Kong Nang Yan College of Higher Education (NYC) is a private tertiary institution registered under Cap 320 in April 2014 and is approved by the HKSAR Government to offer 4-year full time degree programmes. We now invite qualified candidates for the following posts:

1. Assistant Registrar/Administrative Officer/ Assistant Administrative Officer

Reporting to the Registrar, the main duties for this post are to provide administrative support in the smooth operation of the College's educational programmes. This post will need to have close liaison with the College's students and teachers.

2. Full-time/Part-time Lecturers

- Accounting
- Banking and Financial Services
- Marketing/Digital Marketing
- Human Resources Management

3. Part-time Lecturers

- Critical Thinking in Learning and Life
- Buddhist Values
- Globalization and its Impact
- Putonghua
- Appreciation of Art
- Fitness and Health
- Multiculturalism and Diversity
- Community Service Learning
- Introduction to Ethical Values
- Hong Kong Culture & Society
- China in the Modern World
- Chinese Philosophy: Roots and Relevance
- Climate Change: Challenges and Opportunities
- The Challenge of Wealth Disparity
- Gender and Sexuality in Chinese Societies
- Introduction to International Trade Relations

Applicants for the post 1 should hold a Bachelor Degree; be able to pay attention to details and be able to work under pressure. Working experience gained from a tertiary education institution is preferred but not necessary. The title and salary given will be commensurate with the relevant experience of the applicants.

Applicants for the post 2 and 3 should have relevant master degree or above, and doctorate degree is preferred, with relevant tertiary teaching experience.

We offer competitive salaries. Please send your application with a detailed resume, indicating which areas you can teach, your present as well as expected salary, to the Human Resources Office, Hong Kong Nang Yan College of Higher Education, 325-329 Lai Chi Kok Road, Shamshuipo, Kowloon OR by email to hr@ny.edu.hk. Applications will not be acknowledged or returned. Interviews of suitable applicants will continue until the post is filled. NYC reserves the right not to fill any position. Applicants who have not been contacted by us before the end of **August 2018** may assume that their applications have not been shortlisted for this round of recruitment.

(The personal data provided by an applicant will be kept confidential and used for recruitment purpose only)

Law Ting Pong Secondary School 羅定邦中學

Law Ting Pong Secondary School is a dynamic, forward-thinking direct subsidy secondary school situated in Tai Po, using English as medium of instruction.

We are now seeking teachers for the academic year 2018-19, to teach subjects as below:

1. English
2. Liberal Studies and Humanities
3. Mathematics
4. Chemistry and Junior Science
5. BAFS and Economics
6. Visual Arts
7. Performing Arts

We also need the following supporting staff for the academic year 2018-19:

Executive Officer / Administrative Assistant

Please submit application with full curriculum vitae, including present and expected salary by mail to: **The Principal, Law Ting Pong Secondary School, 8 Ma Chung Road, Tai Po, New Territories** or email to ltss@elearn.ltss.hk.

(Information submitted will be used for recruitment purpose only)



EQUAL OPPORTUNITIES COMMISSION


The following position now exists in the Equal Opportunities Commission (EOC). Applications are invited from suitably qualified candidates. **Please visit our website (<http://www.eoc.org.hk>) for details.**

Chief Equal Opportunities Officer (Complaint Services)
(Monthly Salary of HK\$107,870 to HK\$124,280, Three-year fixed term contract)

Applications (including CV), **marked confidential and specifying the post applied for**, should be sent to the Chief Operations Officer, Equal Opportunities Commission, 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong **on or before 30 June 2018. Candidates who have responded to our previous advertisements posted on February & March 2018 need not re-apply.** Candidates shortlisted for further consideration will normally be contacted in around 6 weeks from the closing date of application. The information provided will be treated in strict confidence and will be used for employment purposes only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information about the Commission, please visit our website (<http://www.eoc.org.hk>).

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

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香港大學
THE UNIVERSITY OF HONG KONG

Applications are invited for the following posts:

Estates Office

1. Assistant Director of Estates (holding the functional title of Senior Project Manager)/Senior Technical Manager (holding the functional title of Project Manager) (two posts) (Ref.: 201800867) (to commence as soon as possible, on a two- or three-year fixed-term basis, with the possibility of renewal subject to satisfactory performance)

To cope with the workload on research laboratory and medical related projects, we are looking for high calibre professionals to fill the posts. Reporting to the Director of Estates, the Assistant Director of Estates will be responsible for leading a project management team to oversee the projects. Applicants should: (a) have a good university degree in architecture or a relevant discipline, and relevant professional qualifications; (b) have demonstrated record in leadership with at least 10 years' post-qualification experience in managing large-scale building projects, of which at least 5 years must be at a responsible position; relevant experience in laboratory, medical or higher education facilities would be an advantage; (c) be conversant with the local statutory regulations, dealing with Government officials in subvention procedures; (d) have excellent communication, analytical and supervisory skills as well as the ability to work independently and to develop solid relationship with internal and external stakeholders; and (e) possess a valid Construction Industry Safety Training Certificate (Green Card) issued in accordance with Chapter 59 of the Factories and Industrial Undertakings Ordinance (i.e. by attending the relevant safety training courses which are recognized by the Commissioner for Labour), or equivalent. Those with less experience/qualifications would be considered as Senior Technical Manager. Applicants should send a completed application form together with an up-to-date C.V. to the Staffing Unit, Estates Office, The University of Hong Kong, 17/F., Kennedy Town Centre, 23 Belcher's Street, Kennedy Town, Hong Kong OR by e-mail to the Office at eojobs@hku.hk. Please quote the reference number and mark "CONFIDENTIAL" on the envelope. **Closes July 9, 2018.**

Faculty of Business and Economics

2. Full-time/Part-time Teaching Assistant (several posts) (Re-advertisement) (Ref.: 201800791) (to commence as soon as possible for one year, with the possibility of renewal subject to satisfactory performance)


Applicants should have a good Bachelor's degree in Finance or Economics. Preference will be given to those with a Master's degree and teaching experience. The appointees will assist instructors in course preparation and administration, conduct tutorials, grade assignments and tests, invigilate examinations, and perform other duties as assigned. Applicants should send a completed application form, together with an up-to-date C.V., academic transcripts including HKALE, HKDSEE and HKCEE results and external test scores (if applicable) by post to Ms. Vanessa Law, Faculty of Business and Economics, The University of Hong Kong, Pokfulam Road, Hong Kong, or by e-mail to Ms. Vanessa Law at vanlaw@hku.hk, quoting the job reference number. Review of applications will commence as soon as possible and continue until **June 22, 2018** (extended to **June 26, 2018**), or until the posts are filled, whichever is earlier.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits for full-time/part-time (50% or above). 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 post (1). For Assistant Director of Estates, housing benefits will be provided as applicable.

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

For post (1), application forms (341/1111) can be downloaded at <http://www.hr.hku.hk/apptunit/form-ext.doc>, and for post (2), application forms (345/1111) can be downloaded at <http://www.hr.hku.hk/apptunit/r-form.doc>. Please indicate clearly in the form and the subject of the e-mail the post applied for, as well as the 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



DIOCESAN PREPARATORY SCHOOL (EMI, AIDED)

We seek conscientious and committed individuals who love children and share our vision and mission to explore career opportunities at DPS. Applications are invited for:

(1) Full-Time Teaching Posts for English

- Registered teacher with a recognised university degree
- Language Proficiency Qualification
- Qualification to teach Art, PE, ICT, Music or other subjects in English is an advantage
- Provide HKCEE or HKAL results (or equivalent), special education needs training records, copies of transcripts/certificates for the above requirements and proof of accreditation for non-local degrees

(2) Full-Time Learning Support Assistant (start at HK\$10,500)

- Assist in activities, care for children and clerical duties
- Proficient IT skills, passed HKCEE/DSE or above
- Fluent spoken and written English and Chinese

Please apply with full resume in **English**, copies of certificates and contact details to: **The Headteacher, Diocesan Preparatory School, 1 Chester Road, Kowloon Tong, Kowloon** by mail or by fax at 23367854 by 13th July 2018.

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

GENERAL



Environmental Protection Department

(1) Air Science Technician (Non-civil Service Vacancy)
Enquiry Tel.: 2594 6425

(2) Pollution Control Assistant (Non-civil Service Vacancy)
Enquiry Tel.: 2158 5860

Salary: HK\$17,110 per month

Closing Date for Application: 29 June 2018

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.

GENERAL

**EXECUTIVE SECRETARY
for Private Family Office**

A prestigious, highly respected private family office with global business interests is seeking an outstanding bilingual individual who will be based in the family office in Central. Initially the successful candidate will report to and work with the Chairman's Personal Assistant in supporting the family office.

In this unique role, the Executive Secretary will handle a range of secretarial and administrative support services. This role provides an opportunity to work with senior management, and requires a highly effective, professional individual with good judgment. The successful candidate should also be highly organized, discreet, trustworthy and composed, and be incredibly detail-oriented.

Responsibilities

- Work with people at all levels of an organization, in environments requiring effective management of complex, time-sensitive information
- Assist the Chairman's Personal Assistant with ad hoc assignments, business tasks and the Chairman's personal projects, while maintaining confidentiality.
- Be the first point of contact for the Chairman's office, screening calls and redirecting enquiries

Qualifications/Requirements

- Native or close to native English language capabilities (verbal and written) and fluent written and spoken Cantonese is essential. Familiarity with British and Chinese cultural nuances
- At least 8 years of MNC secretarial experience, preferably in a service-oriented industry
- Ability to organize, multitask and prioritize and deliver under pressure
- Team-oriented, patient and meticulous
- Ability to communicate with people at all levels, i.e., aristocracy, government officials, business leaders, board members, family members, directors and household staff
- Overseas returnees welcome
- Proficient in all MS Office applications, minimum touch-typing skills of 50wpm and shorthand/Speedwriting skills is an advantage

Behavioural Competencies

- Professionalism and honesty, and the ability to build credibility, trust and respect
- Understanding of and adaptability to the traditional culture of a private family office
- Ability to grasp concepts/information quickly
- Strong work ethic and willing to work overtime when required.

For interested candidates, please send your application to ExecutiveSecretary@heidrick.com by 22 June, 2018. Shortlisted candidates will be invited for in-person interview.

A fast growing company in Hong Kong with global expansion plan is urgently looking for suitable candidates to join the team.

Executive Assistant / Office Manager

- Native English speaker, with excellent command of spoken and written Chinese is a must
- At least over 8 years experience working as Executive Assistant and Office Manager in MNCs, Investment Banks or Family Office, serving Senior Management expatriates
- Self-starter with strong business acumen and excellent attention to details, able to work independently, under pressure and tight deadline


Receptionist / Administrative Assistant

- Native English speaker, with excellent command of spoken and written Chinese is a must
- At least over 5 years experience working as Receptionist and Administrative Assistant in MNCs, Investment Banks or Luxury Brand Names.
- Pleasant, efficient team player with positive working attitude

Interested parties, please email to hr.ccghk@gmail.com to obtain application form

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PROPERTY & CONSTRUCTION



醫院管理局

HOSPITAL AUTHORITY

Vision

Mission

Values

• Healthy People
• Happy Staff
• Trusted by the Community

• Helping People
• Stay Healthy

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

Hospital Authority Head Office

Post A : Senior Building Services Inspector

(Ref : SBSI/HO1806004/11823)

Office

Capital Planning Department, Strategy & Planning Division

Pay

HK\$81,082 to HK\$91,156 per month (including Monthly Allowance)

Job

The appointee will assist Senior Managers and Managers in the project management of major capital works project with technical advisory support. Major duties are:

1. Responsible to the Consultant for the supervision of major capital works project assigned to him and carry out duties of a Senior Building Services Inspector under the direction of the Consultant.

2. Supervise all resident site staff (Building Services Inspector (BSI), Assistant Building Services Inspector (ABSI) and Works Supervisors (WS)) engaging on the supervision of the project.

3. Ensure all resident site staff (BSIs, ABSIs, and WSs) follow the established procedural guidelines.

4. Monitor the standard of workmanship against the contract documents and good practice in Hong Kong conforming to the relevant contract requirements and other recognized standard.

5. Check samples and related documents against contract requirements and make observations and recommendations to the project team.

6. Check contractor's setting out of all elements.

7. Monitor the progress of work on site against the approved programme.

8. Carry out routine inspections of the building services works and check for conformity with the drawings, specification and contract requirements, and report to the project team all unsatisfactory work.

9. Attend site inspections.

10. Work according to duty roster, attend emergency call and perform typhoon duty.

11. Perform any other duties as required to facilitate implementation of capital works projects of the department including site supervision of construction works.

Requirements

1. A Diploma or Higher Certificate in Building Services / Electrical / 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.

2. 12 years of relevant post-qualification experience including 4 years of working experience in the capacity of Building Services Inspector, or equivalent.

Preferred Attributes/Exposure

1. Obtained valid Construction Industry Safety Training Certificate (Green Card).

2. (a) Grade E or above in Chinese Language and English Language (Syllabus B) in HKCEE OR
(b) Level 2 or above in Chinese Language and English Language in HKDSE.

3. Formal training in occupational safety and health.

4. Registered electrical worker, class B, as registered in the list of EMSD.

5. Excellent interpersonal, communication and presentation skills.

6. Responsible, self-motivated and able to work independently under minimal supervision.

7. Outgoing and able to work under pressure and stressful situation.

8. Knowledge of other common office automation (e.g. e-mail, Internet/ Intranet, MS Word, MS Excel, MS PowerPoint, MS Project, AutoCAD and other MS Office applications, etc.)

9. Practical experience in public works projects.

Post B : Senior Clerk of Works

(Ref : SCOW/HO1806005/11823)

Office

Capital Planning Department, Strategy & Planning Division

Pay

HK\$81,082 to HK\$91,156 per month (including Monthly Allowance)

Job

The appointee will assist Senior Managers and Managers in the project management of major capital works project with technical advisory support. Major duties are:

1. Responsible to the Consultant for the supervision of major capital works project assigned to him and carry out duties of a Senior Clerk of Works under the direction of the Consultant.

2. Supervise all resident site staff (Clerk of Works (CoW), Assistant Clerk of Works (ACoW) and Works Supervisors (WS)) engaging on the supervision of the project.

3. Ensure all resident site staff (CoWs, ACoWs, and WSs) follow the established procedural guidelines.

4. Monitor the standard of workmanship against the contract documents and good practice in Hong Kong conforming to the relevant contract requirements and other recognized standard.

5. Check samples and related documents against contract requirements and make observations and recommendations to the project team.

6. Check contractor's setting out of all elements.

7. Monitor the progress of work on site against the approved programme.

8. Carry out routine inspections of the building works and check for conformity with the drawings, specification and contract requirements, and report to the project team all unsatisfactory work.

9. Attend site inspections.

10. Work according to duty roster, attend emergency call and perform typhoon duty.

11. Perform any other duties as required to facilitate implementation of capital works projects of the department including site supervision of construction works.

Requirements

1. A Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.

2. 10 years of relevant post-qualification experience.

Preferred Attributes/Exposure

1. Obtained valid Construction Industry Safety Training Certificate (Green Card).

2. (a) Grade E or above in Chinese Language and English Language (Syllabus B) in HKCEE OR
(b) Level 2 or above in Chinese Language and English Language in HKDSE.

3. Formal training in occupational safety and health.

4. Excellent interpersonal, communication and presentation skills.

5. Responsible, self-motivated and able to work independently under minimal supervision.

6. Outgoing and able to work under pressure and stressful situation.

7. Knowledge of other common office automation (e.g. e-mail, Internet/ Intranet, MS Word, MS Excel, MS PowerPoint, MS Project, AutoCAD and other MS Office applications, etc.)

8. Practical experience in public works projects.

Remarks

For Post A & B

1. May be required to work in another work location to meet service needs of the HA.

2. Selected candidates may be required to work in shifts and/or irregular hours in different offices and/or project sites, depending on services / operational needs.


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

4. Please submit application online on or before **23 June 2018** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6553 or 2300 6477.

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



SNC • LAVALIN

Member of the SNC-Lavalin Group

Water Supplies Department

Water Supply to New Housing Developments in Sheung Shui and Fanling

Atkins China Limited invites applications for the following Resident Site Staff positions. The proposed works mainly comprise construction of a new fresh water service reservoir at Tong Hang, laying of about 14km water mains in Sheung Shui and Fanling areas and upgrading of the existing Tai Po fresh water pumping station. The works contracts in New Engineering Contract (NEC) form are planned to commence in 2018Q3 for phased completion before 2023.

Senior Resident Engineer (Ref No.: WSSSF_SRE)

Candidates should have:

• Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) elected after 5th December 1975 or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 8 years of working experience following attainment of Corporate Membership of which 4 years shall be as Resident Engineer or above in water supply engineering works.

Resident Engineer (Civil) (Ref No.: WSSSF_RE(C))

Candidates should have:

• Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) elected after 5th December 1975 or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 3 years of working experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer or above with relevant experience.

Resident Engineer (Geotechnical) (Ref No.: WSSSF_RE(G))

Candidates should have:

• Corporate Membership of the Hong Kong Institution of Engineers (Civil or Geotechnical Discipline) elected after 5th December 1975 or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 3 years of working experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer or above with relevant experience.

Resident Engineer (Contract) (Ref No.: WSSSF_RE(Contract))

Candidates should have:

• Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) elected after 5th December 1975 or Corporate Membership of the Hong Kong Institute of Surveyors or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 3 years of working experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer or Quantity Surveyor or above with relevant experience.

Assistant Resident Engineer (Civil) (Ref No.: WSSSF_ARE(C))

Candidates should have:

• Degree in an appropriate engineering discipline from a university in Hong Kong or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 3 years of relevant post qualification working experience.

Resident Senior Inspector of Works (Ref No.: WSSSF_RSIOW)

Candidates should have:

• Diploma or Higher Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 12 years of relevant post-qualification working experience in an appropriate engineering discipline of which 4 years shall be in a position equivalent to Inspector of Works or above in Government or quasi Government project.

Resident Inspector of Works (Civil) (Ref No.: WSSSF_RIOW(C))

Candidates should have:

• Diploma or Higher Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 8 years of relevant post-qualification working experience in an appropriate engineering discipline of which 4 years shall be in a position equivalent to Assistant Inspector of Works or above in a Government or quasi Government project.

Resident Assistant Inspector of Works (Ref No.: WSSSF_RAIOW)

Candidates should have:

• Diploma or Higher Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and

• Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and

• At least 4 years of relevant post-qualification working experience in an appropriate engineering discipline of which 1 year shall be in a position equivalent to Works Supervisor I or above in a Government and quasi Government project.

Resident Works Supervisor I (Ref No.: WSSSF_RWSI)

Candidates should have:

• Ordinary Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and

• Good command of English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with 5 years' appropriate working experience and service; and

• At least 3 years of relevant post-qualification working experience as Works Supervisor or above in a Government or quasi Government project.




Resident Works Supervisor II (Ref No.: WSSSF_RWSII)

Candidates should have:


• Ordinary Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and

• Good command of English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with 5 years' appropriate experience and service; and


• At least 1 year of relevant post-qualification working experience as Works Supervisor or above in a Government or quasi Government project.



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香港浸信會醫院

Hong Kong Baptist Hospital

Anniversary

Established in 1963, Hong Kong Baptist Hospital is a Christian and non-profit making private hospital dedicated to serving the public and striving to achieve our mission of "In the service of man, for the glory of God". To cope with our continuing growth, we would like to invite high calibre candidates to join our Hospital.

Facilities Management Officer / Facilities Management Officer (Duty Room)

• Degree holder in Building Services Engineering, Mechanical Engineering, Electrical Engineering or equivalent

• Holder of Construction Industry Safety Training Certificate and Certificate of Working in Confined Space

• Minimum 5 years of relevant post qualification experience in handling major and minor capital works projects, repair and maintenance of building services facilities of healthcare institutions

• For Facilities Management Officer, experience in Building Management System is preferable

• For Facilities Management Officer (Duty Room), experience in facility management, response to daily and emergency call, and familiar with Computerized Maintenance Management System (CMMS) is preferable

• Independent, initiative and able to work under pressure

• Proficiency in MS Office, AutoCAD, English and Chinese Word Processing

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 on or before **30 June 2018**.

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

Metro Light Limited

Main Contractor Frame

Major in Civil / Foundation

Associated Director -- MICE

Member Preferable

1. Familiar with Archited / RSE / ROE / Consultants 2. Project Management 3. Flexible working time 4. Good Bonus 5. Holidays

Please e-mail to nancywonghk@gmail.com

Chun Yip - Chung Hing Joint Venture

(Public Civil Project) invites:

地盤公共關係主任

Site Clerk

Site Agent

Technician Apprentices


Graduate Engineer

Geotechnical Engineer

Geotechnical Supervisor

Contract Car Driver

Interested Parties, pls send email to 4wsd17@gmail.com or call Mr Kwok at 9701 6899



KONWALL CONSTRUCTION & ENGINEERING CO LTD

is now recruiting

1) Assistant Project Manager

- Degree in Structural / Civil / Geotechnical Engineering

- Min. 2 years full time site supervision experience (Foundation / Civil Engineering / Building works) & 2 years project management experience

- Higher Diploma in Structural / Civil / Geotechnical Engineering

- Min. 3 years full time site supervision experience (Foundation / Civil Engineering / Building works) & 2 years project management experience

- Previously acted at T4 or above under SSP in Foundation / Site Formation / ELS works

- Design experience in Foundation & ELS works is an advantage

- Fluent in spoken/written English & Cantonese

2) Site Agent

- Degree in Structural / Civil / Geotechnical Engineering + min. 5 years full time site supervision experience (Foundation / Civil Engineering / Building works)

- Higher Diploma in Structural / Civil / Geotechnical Engineering + min. 6 years full time site supervision experience (Foundation / Civil Engineering / Building works)

- Fluent in spoken/written English & Cantonese

3) Site Engineer

- Degree in Structural / Civil / Geotechnical Engineering + min. 2 years full time site supervision experience (Foundation / Civil Engineering / Building works)

- Higher Diploma in Structural / Civil / Geotechnical Engineering + min. 3 years full time site supervision experience (Foundation / Civil Engineering / Building works)

- Fluent in spoken/written English & Cantonese

4) Quantity Surveyor

- HD / Dip / Cert in Building Study / Quantity Surveying


- Min 2 yrs full time site working exp in Foundation / Civil Engineering / Building works and 1 yr tendering experience.

- Good knowledge & understanding in application of computer softwares

- Fluent in spoken/written English & Cantonese

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

GENERAL



香港天文台

HONG KONG OBSERVATORY

Experimental Officer (Civil Service Vacancy)

Salary: Master Pay Scale Point 14 (HK\$27, 485 per month) to Master Pay Scale Point 27 (HK\$50,900 per month)

Closing Date for Application: 28 June 2018

Tel. Enquiry: 2926 8205

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

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Classified Post

PROPERTY & CONSTRUCTION



Ronald Lu & Partners (RLP), established in Hong Kong in 1976, is an award-winning practice specializing in architectural and interior design and master planning. The firm has completed and is engaged in wide variety of projects, including large-scale integrated urban developments, transit-oriented development, commercial buildings, residential developments, and cultural and public developments. **RLP** has received over 180 local and international accolades for its exceptional projects, in particular Lee Tung Avenue, The Tanner Hill, Ko Shan Theatre New Wing, Tiu Keng Leng Sports Centre, Public Library & District Open Space, Pac Central, Redevelopment and Expansion of King George V School – Performing Arts Block, CIC Zero Carbon Building, the China Resources Building. **RLP** is ranked 51st among the world's Top 100 architectural firms by UK's Building Design "bd" magazine in 2017.

呂元祥建築師事務所於1976年在香港成立，業務涵蓋建築設計、總體規劃及室內設計。建築類型廣泛，包括大型城市綜合發展、公共交通導向開發項目、商業、住宅、文化及公共項目等，在業界屢獲殊榮，獲得逾一百八十多個香港及國際設計獎項，得獎作品包括利東街、荷悅、高山劇場新翼、調景嶺體育館及調景嶺公共圖書館、天環、英皇佐治五世學校重建項目、零碳天地、華潤大廈等。事務所於2017年更獲英國建築界權威雜誌《bd》選為世界一百大建築設計事務所之一，全球排名第51位。

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

事務所現有員工逾600名，辦事處分佈香港、北京、上海、廣州和深圳。事務所積極參與各類慈善及公益活動，連續九年獲「商界展關懷」。

Applicants are invited for the following post for the project of **Contract No: RF D514 “Renovation works for the West Wing of the former Central Government Offices for office use by the Department of Justice and law-related organisations”**. The project site is located in Central, Hong Kong.

現在為合約編號: **RF D514 “前中區政府合署西座翻新工程以作律政司及法律相關組織辦公室用途”** 招聘以下駐地盤員工。該項目位於香港中環。

Resident Assistant Building Services Inspector (Ref. CP_13195RABSI)
駐地盤助理屋宇裝備工程督察 (Ref. MP_13195RABSI)

The minimum qualifications required for the post of Assistant Building Services Inspector shall be as follows:
駐地盤助理屋宇裝備工程督察的申請人必須具備下列基本入職資格：

- 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.
申請人持有香港理工學院 / 香港理工大學 / 香港科技學院 / 香港工業學院 / 香港專業教育學院之其中一間工業學院頒發的屋宇裝備或電機工程或機械工程文憑 / 高級證書或同等資格；
- 3 years' relevant post-qualification experience of site supervision of building services installations.
在取得以上資格後持有三年屋宇設備裝置的工地監督工作經驗；
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent
[Note * Grade E in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to Level 2 in Chinese Language and English Language in the 2007 HKCEE and henceforth.]
香港中學會考/香港中學文憑考試的中國語文科及英國語文文科中取獲2*級或以上成績或同等學歷。
[備註：在香港中學會考的中國語文科及英國語文科(課程乙)中取獲E級成績，在行政上會分別視為等同於二零零七年或以後舉辦的香港中學會考的中國語文科及英國語文科取獲二等成績。]


Employment will be on a contract basis for a period of 21 months commencing from July 2018 tentatively with possible extension subject to works condition. The remuneration package will be commensurate with the candidate's qualification and experience.

僱傭合約為期為二十一個月，暫定由二零一八年七月開始，將根據實際工作情況而考慮續約，薪酬福利會取決於申請人的學歷及工作經驗而定。

Interested parties please send full resume giving details of qualifications and experience, expected salary, date available and contact number to: **Human Resources Department, Ronald Lu & Partners (Hong Kong) Ltd, 33rd Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or e-mail to **recruit@rlphk.com**
申請人請將完整履歷連同詳細學歷資料、工作經驗、要求薪金、可到職日期及聯絡電話號碼寄往**香港灣仔皇后大道東213號胡忠大廈33樓呂元祥建築師事務所人力資源部**或以電郵方式傳送到**recruit@rlphk.com**

Information provided will be used for the purpose of employment application only.
申請人提供之個人資料將作為招聘之用途。

GENERAL



Hong Kong Internet Registration Corporation Limited
香港互聯網註冊管理有限公司

About HKIRC: Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit and non-statutory corporation designated by the HK SAR Government to administer the registration of Internet domain names under .hk and .香港.

Duties and Responsibilities:

- Work closely with the Board in formulating policy and strategy to achieve the mission and objects of the company.
- Provide leadership and management for the day-to-day operations of the company, adopt best practice in operational and quality management and building a motivated, professional and high-performance team. Develop, improve and adopt best practices in risk management and corporate governance.
- Responsible for the achievement of the annual operating plan as approved by the Board.
- Actively promote the wider adoption and usage of the .hk domain names for businesses and individuals. Effective management of third party channels to promote the sale and registration of .hk domain names.
- Develop close working relationships with other regional and international organizations of Internet domain names. Work closely with our global counterparts and industry partners to shape, exchange and adopt industry best practices and standards.
- Actively participate in community CSR programs.


Interested parties please send resume with expected salary to **Raymond Ong** (Raymond.Ong@hudson.com) by **18 June, 2018**

Minimum requirements:

- University degree(s) in Electrical/Electronic/ Telecommunication Engineering, Computer Science, Business Administration or relevant disciplines;
- A minimum of 15 years' relevant experience, preferably relating to Internet-related experience, of which at least 5 years were in a managerial position;
- Proven track record in people and stakeholder engagement skills; including but not limited to board of directors, government officials, staff, industrial/technological communities, business, financial, academic and public sectors, as well as the media;
- Strong experience in strategic business development and marketing;
- Excellent knowledge and understanding of global technological and market trends with a good network of contacts in business and technology circles in Hong Kong, Mainland China, and globally
- Good command of both English & Chinese (including Putonghua and Cantonese).



Great people. Great performance.



FIRE SERVICES DEPARTMENT

Ambulance Officer (Civil Service Vacancy)

Salary: General Disciplined Services (Officer) Pay Scale Point 5 (HK\$33,320 per month) to General Disciplined Services (Officer) Pay Scale Point 21 (HK\$67,475 per month)

Closing Date for Application: 21 June 2018

Tel. Enquiry: 2733 7673

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.



Ronald Lu & Partners (RLP), established in Hong Kong in 1976, is an award-winning practice specializing in architectural and interior design and master planning. The firm has completed and is engaged in wide variety of projects, including large-scale integrated urban developments, transit-oriented development, commercial buildings, residential developments, and cultural and public developments. RLP has received over 180 local and international accolades for its exceptional projects, in particular Lee Tung Avenue, The Tanner Hill, Ko Shan Theatre New Wing, Tiu Keng Leng Sports Centre, Public Library & District Open Space, Pac Central, Redevelopment and Expansion of King George V School – Performing Arts Block, CIC Zero Carbon Building, the China Resources Building. RLP is ranked 51st among the world's Top 100 architectural firms by UK's Building Design "bd" magazine in 2017.

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

Applicants are invited for the following post for the project of **“Two-24-classroom primary schools at ex-Tanner Road Police Married Quarters Site at Pak Fuk Road, North Point”**.

Resident Clerk of Works (Ref. CP_11005RCOW)

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

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

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

Resident Assistant Clerk of Works (Ref. CP_11005RACOW)

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

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

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

Resident Building Services Inspector (Ref. CP_11005RBSI)

The minimum qualifications required for the post of Resident Building Services Inspector shall be as follows:

- A Diploma or Higher Certificate in Electrical, Mechanical or Building Services Engineering from the Hong Kong Polytechnic / Polytechnic University / Hong Kong Institute of Vocational Education / Hong Kong Technical College / Hong Kong Technical Institute, or equivalent.
- Eight years' relevant experience including four years working experience in the capacity of Resident Assistant Building Services Inspector, or equivalent.
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent.

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

Resident Assistant Building Services Inspector (Ref. CP_11005RABSI)

The minimum qualifications required for the post of Resident Assistant Building Services Inspector shall be as follows:

- A Diploma or Higher Certificate in Electrical, Mechanical or Building Services Engineering from the Hong Kong Polytechnic / Polytechnic University / Hong Kong Institute of Vocational Education / Hong Kong Technical College / Hong Kong Technical Institute, or equivalent.
- Three 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 (HKDSEE) or equivalent.


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

Employment will be on a contract basis up to a period of 12 months commencing from July 2018 tentatively with possible extension subject to works condition. The remuneration package will be commensurate with the candidate's qualification and experience.


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

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

GENERAL



東華三院
Tung Wah Group of Hospitals



Executive Officer (Medical 10) (Ref: MP/EO(M10)/SCMP)

Location: Sheung Wan

Roles & responsibilities:

- (i) Conduct regular review on the operations of the medical services centres;
- (ii) gather comprehensive information from medical services centres regarding staffing problems, special incidents and cost increase and then report to the management for consideration of follow-up actions;
- (iii) liaise with collaborators and draft documents to execute the marketing plans, service enhancement plans and health education programs of medical services centres;
- (iv) prepare statistics of medical services centres; and
- (v) handle general complaints.

The ideal candidate should possess:

- (i) A recognized degree or equivalent;
- (ii) at least Grade D in English Language (Syllabus B) and Chinese Language in the HKCEE;
- (iii) at least 2 years post-graduation relevant experience;
- (iv) mature, good communication and interpersonal skills;
- (v) experience in project management, event management, marketing and clinic/hospital management preferred; and
- (vi) fluency in Mandarin speaking preferred.

(Please specify in the application form the HKCEE results and relevant qualifications/working experience you have attained in detail.)


Compensation & employment terms:

The successful candidate will initially be offered a 3-year contract with a remuneration package which will 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 **25 June 2018**. **The reference code should be marked both in the letter and on the envelope.** Application forms are obtainable in person and 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 Tung Wah's personal data policies. Applicants not invited to attend an interview by 30 September 2018 may assume their applications unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER




MANPOWER DEVELOPER



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Meaningful Work, Meaningful Life 有意義的工作，活出更有意義的人生



BUILD YOUR CAREER

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


Count on us for your perfect career foundation



Classified Post

Be the first in town to reach elite career seekers

PROPERTY & CONSTRUCTION



醫院管理局
HOSPITAL
AUTHORITY

Vision

- Healthy People
- Happy Staff
- Trusted by the Community

Mission

- Helping People Stay Healthy

Values

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

Hospital Authority Head Office
Senior Manager
(Ref: SArC SEng/HO1806014/11824)

Office
Capital Planning Department, Strategy & Planning Division, HA Head Office

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

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

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

1. Manage the professional consultants appointed for the delivery of respective projects.
2. Manage effectively and smoothly the interface between the respective hospitals, government departments, contractors, professional consultants, and other stakeholders.
3. Apply effective project management techniques and organize work processes to deliver the projects on time, within budget and to appropriate quality standards.
4. Develop, manage and enhance quality, safety, environmental performance and risk management measures of major capital works projects.
5. Monitor and appraise the performance of building contractors and professional consultants.
6. Manage the Resident Site Staff to oversee the implementation of the projects.
7. Report regularly to the Project Steering Committees on the work plan, schedule, progress, budget, quality, expenditure and cashflow of the respective projects.
8. Any other duties as required to facilitate implementation of the projects and the department including job rotation to other relevant posts within and outside the department.


- Requirements**
1. Member / Corporate Member of a professional institution, i.e. the Hong Kong Institute of Architects, the Hong Kong Institute of Surveyors or the Hong Kong Institution of Engineers in Civil Engineering, Structural Engineering or Building Services Engineering disciplines or equivalent with at least 10 years' post qualification experience.
 2. Practical experience of project management for large scale capital works projects.
 3. Exemplary professional competency, conduct and ethics.
 4. Sound knowledge of construction contract management.
 5. Conversant with Hong Kong construction and building related legislations and government procedures on delivering public projects.
 6. Ability to communicate and present effectively in both English and Chinese.
 7. A high degree of independence, self-motivation, leadership and organizational ability.
 8. Knowledge of MS Office, project management and database software.

- Remarks**
1. May be required to work in another work location to meet service needs of the HA.
 2. Appointment will be on contract terms for a period of 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.
 3. Please submit application online on or before **30 June 2018** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6553 or 2300 6131.

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

HEALTHCARE



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

Service Resident Positions for Experienced Doctors without Full Registration
(Anaesthesia / Anatomical Pathology / Cardiothoracic Surgery / Emergency Medicine / Family Medicine / Internal Medicine / Neurosurgery / Paediatrics / Radiology)
(Ref: HO1806002/11824)

The Hospital Authority (HA) invites applications from experienced doctors who are not fully registered with the Medical Council of Hong Kong (MCHK) and yet have acquired relevant postgraduate qualifications set out in the requirements below.

Job
To provide clinical and patient care related services.

- Requirements**
1. A qualification comparable to the Intermediate Examinations of constituent Colleges of the Hong Kong Academy of Medicine.
 2. Three years of clinical experience as post-internship registered medical practitioner.
 3. Proficiency in English.
 4. Proficiency in Cantonese (except for Anaesthesia, Anatomical Pathology, and Radiology).

Pay
HK\$65,374 to HK\$134,544 per month (including Monthly Allowance)

Applicants having three years of clinical experience as post-internship registered medical practitioner and possessing a qualification comparable to the Intermediate Examinations will normally receive no less than HK\$75,040 per month (including Monthly Allowance).

Medical Registration and Employment Visa
The HA will arrange selection interviews with shortlisted candidates and will support applications of suitable candidates to MCHK to practice under Limited Registration.

The HA will also assist successfully registered candidates who are non-Hong Kong residents in obtaining employment visas from the Hong Kong Immigration Department prior to commencement of work.

- Remarks**
1. Salary to be offered will be commensurate with relevant experience and qualification of the selected candidate.
 2. Appointment will be on contract terms for a period of one to three years which is renewable subject to renewal of Limited Registration with MCHK, satisfactory performance and mutual agreement.
 3. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by HA) as end-of-contract gratuity will be offered upon satisfactory completion of contract.
 4. Salaries tax in Hong Kong is currently charged at progressive rates of up to 17%, or standard rate of 15%, whichever is lower.
 5. May be required to work shifts and irregular hours as well as to perform on-call duties.
 6. Refer to this link (http://www.ha.org.hk/haho/ho/hrd_jv/LR_Qualifications_201819.pdf) for examples of qualifications comparable to the Intermediate Examinations of constituent Colleges of the Hong Kong Academy of Medicine.
 7. Shortlisted applicants will be invited for selection interview which will be arranged in October 2018 tentatively.
 8. Applicants invited for selection interview will be required to provide the below documents (scanned copy by email or photocopy by mail) before interview:
 - a) Certificate of professional qualifications;
 - b) Certificate of registration or other document evidencing the applicant's registration with a medical authority outside Hong Kong at the date of the application;
 - c) Documentary proof of all full-time post-qualification clinical experience (include internship); and
 - d) 1-2 reference letters from current / previous employers.

Please submit application online on or before **19 August 2018 (Hong Kong Time)** via website <http://www.ha.org.hk> (click Careers). For enquiries, please contact Ms Melanie TAM, HA Head Office at +852 2300 6542 or send email to tml128@ha.org.hk

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

SOCIAL SERVICES



華人永遠墳場管理委員會
The Board of Management of
The Chinese Permanent Cemeteries
est. SINCE 1915

服務香江逾百載
行善敬鄰垂萬民

The Board of Management of the Chinese Permanent Cemeteries (BMCP) is an independent statutory body under the Chinese Permanent Cemeteries Ordinance (Cap. 1112). BMCP provides different kinds of burial lot, niche and ash scattering services on a non-profit making basis for persons of the Chinese race permanently resident in Hong Kong and their relatives, and is responsible for the administration, management, maintenance and development of its four Chinese permanent cemeteries which are located at Aberdeen, Tsuen Wan, Chai Wan and Junk Bay. BMCP may donate its surplus to any charity operating for the benefit of the community of Hong Kong.

Senior Officer
Remuneration:
Salary ranges from \$30,320 to \$38,675 (exclusive of gratuity). The offer will commensurate with the candidate's qualifications and working experience.

Major Responsibilities:
The appointee will be deployed to the Allocation Unit to undertake various duties, including:

- supervising the day-to-day function of the Allocation Office;
- handling matters pertaining to allocation / applications of BMCP's facilities and coordinating with cemeteries management in related matters;
- handling comments and suggestions of clients; and
- overseeing the computer system in relation to allocation matters.

- Requirements:**
- Grade E or above in 5 subjects including Chinese Language, English Language (Syllabus B) & Mathematics in HKCEE or equivalent.
 - At least 10 years' working experience in administrative or customer servicing work with supervisory experience of frontline staff preferable.
 - Good communication, organizational and interpersonal skills.
 - Good knowledge in computer applications (including Word, Excel, Powerpoint, etc.).
 - Good command of written and spoken English and Chinese.
 - Candidate with less experience may be considered if higher education qualification was attained.


Terms of Appointment:

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

- Application Method:**
1. Application should be made by completing the BMCP Job Application Form available from BMCP's website <http://bmcp.org.hk/tc/about/career/index.html>.
 2. It should be forwarded together with a detailed resume either by email to hr@bmcp.org.hk or by post to the Human Resources Unit, The Board of Management of the Chinese Permanent Cemeteries, 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
 3. The position applied for should be stated on the envelope or at the subject title of the email. Applications without a completed BMCP Job Application Form may not be considered.
 4. The Deadline for application is **20 June 2018**.

Personal data provided will only be used for recruitment purposes and personal data of unsuccessful applicants will be destroyed within 24 months after completion of the recruitment exercise.





醫院管理局
HOSPITAL
AUTHORITY

Vision

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- Happy Staff
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Values

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- Professional Service
- Committed Staff
- Teamwork

Associate Consultant Positions for Experienced Doctors without Full Registration
(Anatomical Pathology / Cardiothoracic Surgery / Radiology)
(Ref: HO1806001/11824)

The Hospital Authority (HA) invites applications from experienced doctors who are not fully registered with the Medical Council of Hong Kong (MCHK) and yet have acquired relevant postgraduate qualifications set out in the requirements below.

Job
To provide clinical and patient care related services.

- Requirements**
1. Possess full registration with an approved medical authority outside Hong Kong.
 2. Certified or registered as a specialist or equivalent, in relevant specialty in the country of practising Medicine. The certification or registration system for the specialist status should be a nationally or officially recognized system.
 3. Proficiency in English.
 4. Proficiency in Cantonese (except for Anatomical Pathology and Radiology).

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

Medical Registration and Employment Visa
The HA will arrange selection interviews with shortlisted candidates and will support applications of suitable candidates to MCHK to practice under Limited Registration.

The HA will also assist successfully registered candidates who are non-Hong Kong residents in obtaining employment visas from the Hong Kong Immigration Department prior to commencement of work.

- Remarks**
1. Appointment will be on contract terms for a period of one to three years which is renewable subject to renewal of Limited Registration with MCHK, satisfactory performance and mutual agreement.
 2. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by HA) as end-of-contract gratuity will be offered upon satisfactory completion of contract.
 3. Overseas candidates together with his/her eligible family members (up to four persons), may be granted economy class air passage from country of origin to Hong Kong as well as an economy class air passage on return upon completion of the terminal contract.
 4. A one-off "Relocation Allowance", which is set at the employee's two months basic salary or \$40,000, whichever is the lower, may be granted to overseas recruits of doctors in Anatomical Pathology / Cardiothoracic Surgery / Radiology on a reimbursement basis.
 5. Salaries tax in Hong Kong is currently charged at progressive rates of up to 17%, or standard rate of 15%, whichever is lower.
 6. May be required to work shifts and irregular hours as well as to perform on-call duties.
 7. Shortlisted applicants will be invited for selection interview which will be arranged in October 2018 tentatively.
 8. Applicants invited for selection interview will be required to provide the below documents (scanned copy by email or photocopy by mail) before interview:
 - a) Certificate of professional qualifications;
 - b) Certificate of registration or other document evidencing the applicant's registration with a medical authority outside Hong Kong at the date of the application;
 - c) Documentary proof of all full-time post-qualification clinical experience (include internship); and
 - d) 1-2 reference letters from current / previous employers.

Please submit application online on or before **19 August 2018 (Hong Kong Time)** via website <http://www.ha.org.hk> (click Careers). For enquiries, please contact Ms Melanie TAM, HA Head Office at +852 2300 6542 or send email to tml128@ha.org.hk

General Notes

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

Classified Post

Registered Nurse / Clinic Nurse / Health Care Assistant / Clinic Assistant

The Clinic is located in Central with excellent communication skill in English and Cantonese wanted; previous clinical experience

Please send CV with expected salary to Veritas Medical Centre Limited: admin@veritas-medical.com

SALES & MARKETING



Science. Technology. Engineering. Art. Maths

An award winning STEAM educational toys company is looking for high calibre candidates to lead the development of an educational tech toy range.

INTERNATIONAL SALES MANAGER
This is a senior position reporting directly to the Deputy General Manager.

- Requirements:**
- Experience in international sales marketing and distribution of branded products
 - Good connections with major retailers and distributors
 - Set and execute a sustainable growth target and business development strategy for the international markets
 - Bring in new business and grow existing accounts
 - Participate and assist with the planning and attendance of local and overseas trade shows and events to ensure visibility and sales of the products.
 - Good language and interpersonal skills.
 - University graduate in any discipline with at least 5+ prior work experiences

With 25 years in business, we are one of the few HK-based companies to have won international creative awards for our products, including Red Dot Design Awards and iF Design Awards. We offer a well-resourced platform for the right candidates to grow and develop their career in the blooming business of STEM/STEAM education, which is regarded as one of the strategic focuses for most countries in the coming decades. Renowned also for our CSR practices, we take pride in providing a caring and a family-friendly working environment.

Interested candidates please send e-mail to personnel@4m-ind.com for further information. Please mark "Confidential" in your email subject.

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



Looking for high-flyers?
Here's the perfect platform for you


T: 2565 8822 E: classified@scmp.com

店鋪售貨員
(月薪可高達20,000元)

- 入職條件:
- 三年或以上相關服裝銷售工作經驗
 - 中五或以上程度
 - 具備優良服務態度及銷售技巧
 - 能操流利粵語及一般英語
 - 良好晉升機會, 提供在職培訓。
 - 新人獎金\$3,000(需工作滿3個月)

福利: 每月8天休息日(需輪班、輪休)、佣金、有薪年假、醫療、在職培訓

有興趣可電郵履歷至 personnel@tegcar.com 或致電 2275 2226 彭小姐
Tegcar Co. Ltd. (本公司所收到的職位申請書僅供招聘用途)



Water Supplies Department Agreement No. CE 13/2009 (WS) In-situ Reprovisioning of Sha Tin Water Treatment Works – South Works – Design and Construction

AECOM Asia Company Limited has been commissioned by the Government of the Hong Kong Special Administrative Region to carry out this Consultancy Agreement. We invite applicants for the following Resident Site Staff positions for the advance works. The works include site formation for the administration building, construction of a logistics centre for the reprovisioning of the chemical house and other common facilities, reprovisioning of the power house, construction of a hydro-turbine house and access roads.

* ASSISTANT RESIDENT ENGINEER (CIVIL) Ref. No: ARE(C)/10666/WUD

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 1) or equivalent;
- Degree in an appropriate engineering discipline from a Hong Kong university or equivalent; and
- Have at least 3 years relevant post-qualification experience.

RESIDENT ASSISTANT INSPECTOR OF WORKS

(ELECTRICAL & MECHANICAL) Ref. No: RAIOW(E&M)/10667/WUD

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note 1) or equivalent;
- Diploma or Higher Certificate in an appropriate engineering discipline from Hong Kong Polytechnic or a technical institute or equivalent; and
- At least 4 years of relevant post-qualification experience in an appropriate engineering discipline work of which 1 year shall be in a position equivalent to Works Supervisor I in a Government or quasi Government project.

Note:

(1) Level 2* or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent.

Remarks:

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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by **29 June 2018** to the **Human Resources Department, AECOM, 8/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, NT.** 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.



**MOTT
MACDONALD**

RESIDENT SITE STAFF VACANCIES

Mott MacDonald Hong Kong Limited is the Consulting Engineers for West Kowloon Cultural District Authority (WKCDa) responsible for supervising the construction of public infrastructure works to facilitate the development in West Kowloon Cultural District.

RESIDENT INSPECTOR OF WORKS (REF: WKCD-PIW1-R1OW-0618)

- Diploma in civil engineering discipline from a Technical Institute (T.I.) in Hong Kong or equivalent and min. 7 years relevant post-qualification experience OR
- Higher Certificate in civil engineering discipline from a Technical College in Hong Kong or equivalent and min. 8 years relevant experience inclusive of 5 years relevant post-qualification experience OR
- Min. 4 years appropriate experience as AIOW in a Government or quasi-Government project.

RESIDENT WORKS SUPERVISOR I (REF: WKCD-PIW1-RWSI-0618)

- Certificate in civil engineering discipline from a T.I. or equivalent and min. 3 years relevant post-qualification experience OR
- Completed a technician apprenticeship and min. 3 years relevant post-qualification experience.

We offer salary and benefits in accordance with the terms and conditions for the employment of Resident Site Staff on a contract basis, as promulgated by the Government of the HKSAR at the time of employment. Applicants must be prepared to work shifts, and outside normal working hours.

Applicants should send a detailed resume, including present and expected salaries, date of availability and daytime contact telephone number, to **The HR Manager, Mott MacDonald Hong Kong Ltd, 20/F AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon, Hong Kong** or recruitment@mottmac.com.hk. (Please quote REFERENCE on the applications)

Closing date for application: **29 June 2018**

To explore more opportunities with us, please visit www.careers.mottmac.com

All applications received will be used for employment purpose only.

Mott MacDonald is an equal opportunities employer.

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



CEDD Contract Nos. GE/2017/05 & GE/2018/04
Landslip Investigation and Mitigation Programme, 2013, Package F
Landslip Prevention and Mitigation Works

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

We have vacancies for the following posts of resident site staff (RSS) who meet the minimum qualification and experience. The construction works were commenced in March 2018 for completion in about 30 months.

Resident Works Supervisor I
(Ref: RWSI/2018/04)

Minimum Qualification and Experience:

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

Terms of Appointment:

Appointments will be made on Agreement Term with Fugro (Hong Kong) Limited for a period between 12 months and 30 months in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualification and experience.

Successful applicants will work on both CEDD Contract Nos. GE/2017/05 and GE/2018/04 during their appointment period.

Confidential application including full details of academic qualifications, working experience and safety training, copies of qualification certificates and employment references, availability, present and expected salary, contact telephone number shall be sent to : The Project Director, Fugro (Hong Kong) Ltd., 7/F., Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong or by email to recruit@fugro.com.hk, on or before 22 June 2018 (Please quote the ref. no. on the application and envelope).

Applicants shall receive an Acknowledgement of applications within 7 working days upon received. If Acknowledgement is not received within that said time frame, please contact our Human Resources Department at 2577 9023 or recruit@fugro.com.hk before 4 July 2018.

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

Personal data collected will be used for recruitment purpose only.



香港房屋委員會
Hong Kong Housing Authority

Architectural Graduate (Temporary Training Vacancy)

Training Honorarium:
\$22,020 per month

Closing Date for Application:
29 June 2018

Tel. Enquiry: 2761 7627

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

ENGINEERING & TECHNOLOGY



Highways Department Agreement No. CE 7/2011 (HY)
Tuen Mun - Chek Lap Kok Link – Design and Construction

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration and construction supervision for the Southern Connection Viaduct Section, Northern Connection Sub-sea Tunnel Section, Northern Connection Toll Plaza and Associated Works, Northern Connection Tunnel Buildings, Electrical and Mechanical Works and Northern Connection Traffic Control and Surveillance System of the Tuen Mun - Chek Lap Kok Link. The works to be supervised by this team comprise the construction of viaducts connecting the future Hong Kong Boundary Crossing Facilities and the North Lantau Highway; TBM and cut-and-cover tunnels connecting the future Hong Kong Boundary Crossing Facilities and Tuen Mun; toll plaza and associated works at Tuen Mun; tunnel buildings and associated electrical and mechanical works at the future Hong Kong Boundary Crossing Facilities and Tuen Mun together with the corresponding traffic control and surveillance system(TCSS).

CHIEF RESIDENT ENGINEER Ref. No: CRE/10636/TRA

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline and elected after 5 December 1975 or equivalent; and with at least 10 years relevant post-qualification experience.

SENIOR RESIDENT ENGINEER (CONTRACT) Ref. No: SRE(CON)/10637/TRA

SENIOR RESIDENT ENGINEER (TCSS) Ref. No: SRE(TCSS)/10638/TRA

Candidates should have:

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

RESIDENT ENGINEER (GENERAL) Ref. No: RE(GEN)/10639/TRA

RESIDENT ENGINEER (INTERFACE & PROGRAMMING) Ref. No: RE(I&P)/10640/TRA

RESIDENT ENGINEER (MECHANICAL) Ref. No: RE(M)/10641/TRA

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline and elected after 5 December 1975 or equivalent and with relevant experience, and
- Practical experience Tunnel Ventilation System is an advantage for Resident Engineer (Mechanical).

RESIDENT ARCHITECT Ref. No: RA/10642/TRA

Candidates should have:

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

RESIDENT QUANTITY SURVEYOR Ref. No: RQS/10643/TRA

Candidates should have:

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

ASSISTANT RESIDENT ENGINEER (SAFETY) Ref. No: ARE(S)/10644/TRA

ASSISTANT RESIDENT ENGINEER (TCSS) Ref. No: ARE(TCSS)/10645/TRA

Candidates should have:

- Bachelor Degree or equivalent in an appropriate discipline for satisfying Corporate Membership of the Hong Kong Institution of Engineers (HKIE) in an appropriate discipline or equivalent; and
- Completed the formal training pre-approved by the Hong Kong Institution of Engineers (HKIE) in an appropriate discipline or equivalent, or have at least five years' post-academic qualification experience in the field of Civil Engineering at a professional level; and
- Practical experience with building services field is an advantage.

RESIDENT ASSISTANT INSPECTOR OF WORKS (MECHANICAL) Ref. No: RAIOW(M)/10646/TRA

RESIDENT ASSISTANT INSPECTOR OF WORKS (TCSS) Ref. No: AIOW(TCSS)/10647/TRA

Candidates should have:

- Diploma from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline with at least 3 years relevant post-qualification experience; or
- Higher Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline with (i) at least 4 years relevant experience inclusive of 1 year relevant post-qualification experience; or (ii) 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; and
- Practical experience with building services field is an advantage.

RESIDENT WORKS SUPERVISOR I (ELECTRICAL) Ref. No: RWSI(E)/10648/TRA

RESIDENT WORKS SUPERVISOR I (CIVIL) Ref. No: RWSI(C)/10649/TRA

RESIDENT WORKS SUPERVISOR I (MECHANICAL) Ref. No: RWSI(M)/10650/TRA

RESIDENT WORKS SUPERVISOR I (TCSS) Ref. No: RWSI(TCSS)/10651/TRA

RESIDENT WORKS SUPERVISOR I (TBM) Ref. No: RWSI(TBM)/10652/TRA

Candidates should have:

- Certificate from a Hong Kong Polytechnic/ Polytechnic University, the Hong Kong Institute of Vocational Education or HKSAR technical institute or equivalent in an appropriate discipline or completed a technician apprenticeship, and
- At least 3 years relevant post-qualification experience; and
- Practical experience with building services is an advantage.

RESIDENT WORKS SUPERVISOR II (CIVIL) Ref. No: RWSII(C)/10653/TRA

RESIDENT WORKS SUPERVISOR II (TBM) Ref. No: RWSII(TBM)/10654/TRA

RESIDENT WORKS SUPERVISOR II (TUNNEL) Ref. No: RWSII(T)/10655/TRA

Candidates should have:

- Certificate from a Hong Kong Polytechnic/ Polytechnic University, the Hong Kong Institute of Vocational Education or HKSAR technical institute or equivalent in an appropriate discipline or completed a technician apprenticeship.

RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) Ref. No: RSSO(E)/10656/TRA

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Notes 1, 2 & 3) and have Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college 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 Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline with at least 4 years relevant post-qualification experience.

RESIDENT SURVEY OFFICER (QUANTITY) Ref. No: RSO(Q)/10657/TRA

RESIDENT SURVEY OFFICER (ENGINEERING) Ref. No: RSO(E)/10658/TRA

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Notes 1, 2 & 3) and have Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college in an appropriate discipline or equivalent with at least 3 years relevant post- qualification experience; or
- Diploma or Higher Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline.

RESIDENT TECHNICAL OFFICER (CIVIL) Ref. No: RTO(C)/10659/TRA

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Notes 1, 2 & 3) and have Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college in an appropriate discipline or equivalent with at least 3 years relevant experience; or
- Diploma or Higher Certificate from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline.

RESIDENT CLERICAL OFFICER Ref. No: RCO/10660/TRA

Candidates should have:

- Hong Kong Certificate of Education Examination (HKCEE) or Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Notes 1, 2 & 4) 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 relevant experience.

RESIDENT CHAINMAN Ref. No: RCM/10661/TRA

Candidates should have:

- Able to read and write Chinese, knowledge of written and spoken English, able to pass a trade test and with relevant experience in land/ engineering survey.

Note:

- (1) Level 2 or equivalent* or above in five subjects in the HKDSEE, or equivalent, or Level 2** or Grade E or above in five subjects in the HKCEE or equivalent;
- (2) Level 2** or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent.
- (3) Level 3 or equivalent* or above in Mathematics in HKDSEE, or Grade C or above in Mathematics in the HKCEE.
- (4) Level 2 or equivalent* or above in Mathematics in HKDSEE, or Grade E or above in Mathematics in the HKCEE.

Remarks:

*: "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

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

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 China when required.

Where a large number of candidates meet the specified entry requirements, we may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment interview.

Confidential applications with full resume, availability, contact numbers and salary expected should be sent by **29 June 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.



Drainage Services Department

Contract No. DC/2013/10

Design, Build and Operate San Wai Sewage Treatment Works – Phase 1

AECOM Asia Company Limited invites applications for a range of Resident Site Staff positions for contract administration of the San Wai Sewage Treatment Works - Phase 1, which comprises mainly design and construction of new San Wai sewage treatment facilities with associated plant including sewage treatment process system, deodorization system, screening/sludge treatment system, administration building, electrical buildings, roadworks and the subsequent plant operation.

RESIDENT ENGINEER (MECHANICAL) Ref. No: RE(MECH)/10662/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.

ASSISTANT RESIDENT ENGINEER (MECHANICAL) Ref. No: ARE(M)/10663/WUD

ASSISTANT RESIDENT ENGINEER (ELECTRICAL) Ref. No: ARE(E)/10664/WUD

- Candidates should have satisfied the academic requirements for Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline or equivalent and with relevant experience.

RESIDENT WORKS SUPERVISOR I (E&M) Ref. No: RWSI(E&M)/10665/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

Conditions: Appointments will be made on approximately 24 months 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 **29 June 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.

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South China Morning Post



Join us and help lead the global conversation about China

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. Asia Editor
(Ref: CTL-ED-AE)

The South China Morning Post is hiring for our Asia Desk to expand our coverage of diplomacy, security, politics, economics and business across the region. We aim to shine a spotlight on the tensions and opportunities related to China's growing power and influence in the Asia region. As part of this transformation, we are seeking a veteran of the region to head the team as our Asia Editor. The successful candidate will lead a rapidly expanding team including correspondents, copy editors and our wider Asia reporting network. The Asia Editor will drive the news agenda and highlight our regional expertise in the pages of our weekly Sunday print magazine *This Week In Asia* and the daily South China Morning Post, as well as for our growing digital readership on SCMP.com.

Job Responsibilities:

- Driving the news agenda for our Asia coverage through meticulous planning and close coordination with other Editorial teams
- Developing and delivering on strategies to grow our news coverage and readership across Asia and globally
- Editing, checking facts, rewriting and improving copy with care and sensitivity; ensuring copy is error-free; crafting top-notch SEO headlines and captions; ensuring all stories have the appropriate, accurate and eye-catching visual elements
- Using analytical tools to make sure the right stories are delivered in a timely way in the right formats to the right audience
- Capable of turning around raw copy fast when needed and the patience to work constructively with reporters based in capitals across Asia for whom English may not be a first language
- Reporting on Asia regional issues, occasional travel opportunities
- Ensure stories include the relevant context to ensure copy appeals to a global readership

Job Requirements:

- Minimum 10 years of experience in a real-time online news operation, a wire service or a newspaper is essential
- Proven track record of news and team leadership
- Experience with print production helpful for publishing our Sunday magazine
- Previous experience in Asia regional economics, politics, and/or diplomatic fields essential; experience reporting from an Asian country or countries expected
- Awareness of media law and legal dangers in copy
- Strong familiarity with the China/Asia context
- 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
- Ability to make good use of social media as a news dissemination tool

2. 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

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

The South China Morning Post is hiring for our Asia Desk to expand our coverage of diplomacy, security, politics, economics and business across the region. We aim to shine a spotlight on the tensions and opportunities related to China's growing power and influence in the Asia region. As part of this transformation, we are seeking talented, experienced and passionate copy editors with digital skills as well as reporting expertise. The successful candidate will join a rapidly expanding team editing stories from our network of reporters across Asia. They also will be given opportunities to develop and expand their Asia expertise through regular reporting on the region. The content they produce will feature in SCMP.com for our growing digital readership, including in the *This Week in Asia* section, and its print equivalent on Sunday.

Job Responsibilities:

- Editing, checking facts, rewriting and improving copy with care and sensitivity; ensuring copy is error-free
- Crafting top-notch SEO headlines and captions
- Ensuring all stories have the appropriate, accurate and eye-catching visual elements
- Using analytical tools to make sure the right stories are delivered in a timely way
- Curating skills to help manage homepages
- Capable of turning around raw copy fast when needed and the patience to work constructively with reporters based in capitals across Asia for whom English may not be a first language
- Reporting on Asia regional issues, occasional travel opportunities
- Ensure stories include the relevant context to ensure copy appeals to a global readership

Job Requirements:

- Minimum 5 years of experience in a real-time online news operation, a wire service or a newspaper is essential
- Experience with print production helpful for publishing our Sunday magazine
- Previous experience in Asia regional economics, politics, and/or diplomatic fields preferred; experience reporting from an Asian country helpful
- Awareness of media law and legal dangers in copy
- Ability to make good use of social media as a news dissemination tool
- Strong familiarity with the China/Asia context
- 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

4. Video Producer
(Ref: CTL-ED-VP)

Join our fast growing Video unit to tell stories from Hong Kong, China and around the world. This is a dynamic, exciting position where you will be a part of the on the ground reporting team. Multiple positions available.

Job Responsibilities:

- Pitching, shooting, writing and editing compelling Video stories from Hong Kong, China and the region with English captions, subtitles and voice overs
- Create short and long form original Video, as well as explainers, interviews and agency news stories from around the world for release on SCMP.com as well as our social media platforms
- Conceptualise original video content, as well as create video stories from ideas pitched by other SCMP news desks
- Conduct news investigations, build and maintain a strong list of story ideas and contacts

Job Requirements:

- Must be passionate about video journalism and embrace the latest storytelling techniques
- Must be familiar with shooting on DSLR and large sensor cameras like the A7SII, FS5 or 5D
- Must be well versed with the Adobe suite of software with particular reference to Premiere Pro
- Minimum of 2 years experience in Video journalism with news/culture/social pieces as a specific area of familiarity
- Must be a self starter. Must be able to work independently but also in collaboration with SCMP Reporters
- Work well under pressure with an ability to structure work timetables to meet deadlines
- English essential. Cantonese and Mandarin ability a big advantage
- Occasional travel when necessary

5. Asia Correspondent
(Ref: CTL-ED-AC)

The South China Morning Post is hiring for our Asia Desk to expand our coverage of diplomacy, security, politics, economics and business across the region. We aim to shine a spotlight on the tensions and opportunities related to China's growing power and influence in the Asia region. As part of this transformation, we are seeking an Asia Correspondent with extensive reporting experience writing all genres of stories, from breaking news to exclusives and interviews, analyses and long reads. The successful candidate will join a rapidly expanding team reporting on stories across Asia. The content will feature in *This Week in Asia*, our Sunday print magazine, and be published for our rapidly growing digital readership on SCMP.com.

Job Responsibilities:

- Report and write stories in all formats from breaking and spot news to exclusive stories and interviews, analyses and long-reads
- Accuracy is key. The correspondent will check facts and deliver clean, error-free content on deadline
- The correspondent will maintain and grow a network of contacts and sources around the Asia region, from officials to academics, business leaders and members of the public
- The correspondent will maintain a WIP list and work closely with editors to deliver a steady flow of stories on their beat
- Report on Asia regional issues ranging from diplomatic and military affairs to regional security and political risk. Travel will be expected
- The reporter will write with relevant context in order to make their stories relevant to a global audience

Job Requirements:

- Minimum 5 years of experience in a real-time online news operation, a wire service or a newspaper is essential
- Previous experience reporting in Asia regional economics, politics, and/or diplomatic fields required
- Experience reporting from an Asian capital outside Greater China is essential
- An all rounder who can dive into politics/diplomacy one day, turn to business and tech the next, and be keenly aware societal trends in various Asian communities
- Awareness of media law and legal dangers in copy
- Ability to make good use of social media as a news dissemination tool
- Strong familiarity with the China/Asia context
- Solid news judgment and the ability to communicate clearly and concisely

6. Senior Video Producer
(Ref: CTL-ED-SVP)

Be part of the leadership team of our fast growing Video unit to tell stories from Hong Kong, China and around the world. This role will help shape the South China Morning Post's video offering for years to come. Short form, long form, explainers, interviews and everything in between. Multiple positions available.

Job Responsibilities:

- Provide leadership and mentoring within the Core Video team
- Produce, shoot and edit original Video stories
- Coordinate Video coverage of special news events
- Lead special video projects, like web length documentaries and animated explainers
- Oversee video scripts written by the production team
- Pitch ideas for Video stories while also helping refine the pitches of other Producers
- Deputise for Supervising Producer as needed

Job Requirements:

- Must be passionate about video journalism and embrace the latest storytelling techniques
- 3-5 years of Video production experience
- Experience of newsgathering within China desirable
- Extensive writing experience of Video scripts
- Must be comfortable on the Adobe suite of software with specific expertise in Premiere pro
- Prior experience in leading video projects
- Experience shooting on DSLR and large sensor cameras like the A7SII, FS5 or 5D would be an advantage
- Must be comfortable working in the field, conducting interviews, arranging shoots and thinking on your feet
- Must be able to work independently but also in collaboration with SCMP Reporters
- Work well under pressure
- English essential. Mandarin and Cantonese a huge advantage



Visit scmp.com/careers for details

South China Morning Post

7. Beat Reporters for Welfare, Economy, Education and General Assignment (Ref: CTL-ED-BR)

The South China Morning Post is hiring reporters for our Hong Kong desk to cover a range of beats including welfare, economy, education and general assignment. We are seeking reporters with extensive reporting experience writing all genres of stories, from breaking news to exclusives and interviews, analyses and long reads. The successful candidate will join an expanding team reporting on critical issues involving Hong Kong and Greater China. The content will feature daily in the South China Morning Post, and be published for our rapidly growing digital readership on SCMP.com.

Job Responsibilities:

- Report and write stories in all formats from breaking and spot news to exclusive stories and interviews, explainers, analyses and long-reads
- Accuracy is key. The reporter will check facts and deliver clean, error-free content on deadline
- The reporter will maintain and grow a network of Hong Kong contacts and sources on their beat, from officials to academics, business leaders and members of the public
- The correspondent will maintain a WIP list and work closely with editors to deliver a steady flow of stories on their beat
- The reporter will strive to write with relevant context in order to make the Hong Kong story relevant to a global audience

Job Requirements:

- Minimum 5 years of reporting experience in Hong Kong for a real-time online news operation, a wire service or a newspaper is essential
- Previous experience reporting in the relevant beats preferred
- Awareness of media law and legal dangers in copy
- Ability to make good use of social media as a news dissemination tool
- Strong familiarity with the China/Asia context
- Solid news judgment and the ability to communicate clearly and concisely

8. 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
- Assist in daily upkeep of the historical archive, reorganise archival materials for better storage and retrieval
- Assist in both digital and historic archive improvement projects
- Support in digitization of film negatives archive collection

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

Facilities Management

9. Assistant Administration Manager (Ref: CFL-FM-AAM)

Job Responsibilities:

- Provide secretarial support to the Group Director of Finance & Integrated
- Report to Administration Manager and assist to manage the full spectrum of office administration services including handling vendor contract, cleaning services support, office security, leasing negotiation and other routine administration functions
- Supervise a team comprising of clerical staff, receptionists, office assistants and drivers to delivery professional administrative function to the company
- Support budget preparation and control
- Handle ad-hoc projects such as office relocation/renovation

Job Requirements:

- Degree in Business Administration or related disciplines with minimum 10 years administration experience with at least 2 years in supervisory level from sizable organizations
- Experience in Personal Assistant field for Senior Management has advantage
- Good planning and organizing skills
- Detailed-oriented, possess the curious and courageous attitude and ability of multitasking
- Be agile and dynamic, able to coach and inspire a team
- Good communications, negotiation and interpersonal skills
- Work location in Causeway Bay and Tai Po office

Technology

10. Web Developer (Full-stack) (Ref: CAF-DITT-WDFS)

Job Responsibilities:

- Work within the Agile self-autonomy web application team to solve design and production issues
- Participate in API, web application design and front-end development
- Participate in new technology evaluation and selection

Job Requirements:

- Degree holder in Software Engineering, Computer Science or related discipline with minimum 2 years of development experience
- Solid experience in multipurpose programming language such as Go or Python
- Solid experience in front-end framework such as Node.JS, Vue.JS, SAAS, and Google Material design
- Good knowledge in Linux. Knowledge in Docker would be a plus
- Experience in resolving cross browser compatibility issues and adhering to W3C standards
- Good team player who is self-motivated, energetic and passionate about exploring new technology
- Good command of both spoken and written English and Cantonese
- Candidate with more experience would be considered as Senior Web Developer

Recruitment Business

11. Assistant Manager, Trade Marketing (Ref: CFL-RCB-AMTM)

Job Responsibilities:

- Execute the trade marketing plan to achieve the defined business objectives
- Explore opportunity for the trade's visibility through partnership, promotional programs and trade activations for different sales channels, and liaise with vendors in ensure execution excellence
- Implement, monitor and improve processes to link all trade marketing activities
- Monitor and control trade marketing budget and effectiveness of the promotion activities
- Collaborate with digital marketing team to promote trade marketing activities to manage event effectiveness and ROI

Job Requirements:

- Degree holder preferable in Business Administration, Marketing or related disciplines with minimum 3 years of experience in trade promotion, preferably in media/ FMCG/ agency
- Strong project management, analytical skills and interpersonal skills
- Agile, passionate, self-motivated and a good team player
- Excellent command of both spoken and written English and Chinese

Circulation & Syndication Business

12. 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)

13. Customer Service Supervisor (Ref: CFL-CSB-CSS)

Job Responsibilities:

- To manage and provide training to the newcomers and part time staff
- To manage and retain the loyal group of subscriptions
- To monitor delivery agent performance and take appropriate action to minimize the complaint rates
- To manage print and ePaper subscription orders
- To handle daily customers' enquiries and complaints at set standard and quality
- To handle general incoming enquiries such as new products, new policies, change of prices, etc
- To take charge of the processing of school and corporate subscriptions

Job Requirements:

- Tertiary education with minimum 5 years of working experience in customer services support with supervisory experience
- Fluent in both written and spoken English, Cantonese and Putonghua
- Strong service manner, good communication and problem-solving skill
- Working on shift is required
- Candidate with less experience will be considered as Senior Customer Relationship Executive

Work location for positions 1- 7 will be at Causeway Bay office; positions 8-13 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

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GOVERNMENT

(Non-civil Service Vacancy)

COMMERCE AND ECONOMIC DEVELOPMENT BUREAU

This office is looking for suitable candidate(s) to fill the position of **Executive Assistant (Administration)**.

Entry Requirements :

Candidate(s) should have –
(a) A Hong Kong bachelor's degree, or equivalent;
(b) Obtained level 3 or above in both Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent';
(c) A minimum of two years' post-qualification working experience preferably at management level in the field of office administration;
(d) Good communication and interpersonal skills; and
(e) Good knowledge on IT systems.

'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 :

The Executive Assistant (Administration) is mainly deployed –
(a) To assist in managing file records;
(b) To assist in the system administration of the Electronic Recordkeeping System; and
(c) To provide administrative support to the Resource Management Unit and the General Section.

Salary : \$28,865 per month

Terms of Appointment : Successful candidate(s) will be employed on non-civil service contract terms for one year.

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 Public Enquiry Service 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 Executive Assistant (Administration)".

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: 19 June 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.

GENERAL



東華三院
Tung Wah Group of Hospitals



Assistant Manager (Board Relations)/Administration Headquarters
(REF: MP/AM(BR)/SCMP)

Location: Sheung Wan

Roles & responsibilities:

- Undertake the logistics of external networking activities of the Board to build up good relations with government bureaux and associate organizations;
- monitor the arrangement and coordination of the Group's ceremonial functions for the promotion of services and enhance the exposure of the Board;
- manage the overseas courtesy visits and pleasure tours of the Board to establish good networking with relevant government officials and counterparts and strengthen relationship building among Directors;
- provide support in arranging community participation of the Chairman and the Board to fulfil public expectation on the Board and enhance the exposure of the Group;
- oversee the provision of general support services to Divisions/Branches/Office at the Administration Headquarters such as menial, pool car, receiving and dispatching services; and
- supervise subordinate staff to ensure smooth and effective operation of the Section.

The ideal candidate should possess:

- A recognized degree or equivalent;
- proficiency in English and Chinese including Putonghua;
- at least Grade D in English Language (Syllabus B) and Chinese Language in the HKCEE;
- at least 4 years' post-qualification administration experience preferably in event management; and
- excellent communication and interpersonal skills.



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

Compensation & employment terms:

The successful candidate will initially be offered a 3-year contract with a remuneration package which will 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 **2 July 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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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 positions:

Assistant Manager (Banking)

(Monthly fixed pay from around \$30,000 plus performance-based variable pay)

Key Responsibilities

- Responsible for supervising authorized institutions; participating in on-site examinations and analysing financial and operating conditions of the institutions

Requirements

- University degree in banking, accountancy, finance or related fields
- Qualifications from relevant professional bodies in banking, accountancy, finance or related fields an advantage
- Experience in banking, securities operations or auditing field preferable
- Well-developed interpersonal and communications skills
- Good command of English and Chinese. Proficiency in Putonghua an advantage

Officer (Human Resources)

Key Responsibilities

- Provide support to various human resources functions, such as recruitment, manpower planning, career development, benefits administration, maintenance of human resources information system, and other HR policy reviews and functions

Requirements

- University degree
- At least 2 years' relevant experience in the human resources field
- Hands-on experience in HR, knowledge of PeopleSoft HR system and labour-related ordinances a definite advantage
- Highly conversant in Microsoft applications, including Excel, Word and PowerPoint
- Good command of English and Chinese
- Good analytical, communication, interpersonal and organisational skills

Co-ordinator (Information Centre)

Key Responsibilities

- Handle the daily operation of the service counter of the Information Centre (including handling public enquiries in person, through the hotline, email or fax)
- Give guided tours to group visitors to introduce the Information Centre in Cantonese, English or Putonghua as required
- Coordinate maintenance works of the Information Centre
- Assist in the coordination of educational events



Requirements

- Five subjects, including Chinese Language and English Language ("Syllabus B" before 2007), at Level 2 / Grade E or above in the Hong Kong Certificate of Education Examination, or at Level 2 or equivalent or above in the Hong Kong Diploma of Secondary Education Examination. University degree an advantage
- Experience in handling public enquiries and guiding tours preferred
- Well-versed in Microsoft Word, Excel, PowerPoint and Chinese word processing
- Good communication and interpersonal skills
- Fluency in Cantonese, English and Putonghua required

Closing Date for Application: **30 June 2018**.

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

CORPORATE & LEGAL



Build Your Career • Connecting Communities

As a growing international company, the MTR Corporation strives to connect communities through our railway network, property projects, various commercial activities and investment projects. We continue to export our expertise and experience to cities outside Hong Kong. Join us in building your career in our dynamic businesses.

We are currently recruiting:

Legal Advisor-Property (Ref: L18004)

You will provide legal advice on all matters relating to the Corporation's property development, investment property and property management portfolios. You will draft and scrutinise property related transaction documents, including documents to be entered with tenderers, developers, contractors, service providers, purchasers, tenants, licensees, etc. You will handle the drafting and approval of Deed of Mutual Covenants (DMCs), pre-sale consent applications and consent to assign applications and conduct legal researches. Frequent contacts with external professionals, residents and Owners' Committees of the Corporation's managed properties are required. You may also be required to handle property related legal work in the Mainland of China and outside Hong Kong.


Appointment will be made on two-year renewable contract terms.

Applications

Please refer to our corporate website to understand the person's specifications of this position. You are invited to apply online via http://www.mtr.com.hk/mtr_job_en or send in your CV stating the position (with reference number) you are applying for, either by email to recruit@mtr.com.hk or by mail to Human Resource Management Department, MTR Corporation, G.P.O. Box 9916, Hong Kong on or before 2 July 2018.

For other job openings, please visit MTR Corporation's website for more details.

All information provided by applicants will be treated in strict confidence and used for recruitment purpose only. All personal data of unsuccessful applicants will be retained for 6 months for future recruitment purpose and will then be destroyed.



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Non-Civil Service Vacancy

Food and Health Bureau

Position (1): Head (Voluntary Health Insurance Scheme)

Salary: HK\$164,500 per month

Entry Requirements:

- Candidates should have –
- (a) a bachelor's degree from a Hong Kong university or equivalent, preferably majoring in actuarial science, economics, finance or healthcare management;
 - (b) at least 15 years' managerial or professional experience in the fields of insurance business administration, healthcare administration, healthcare system reform and financing, or impact assessment of public policy on market activities (Note 1);
 - (c) solid background with proven record in leading sophisticated projects on business development, strategy formulation, market analysis, or policy research (Note 2);
 - (d) excellent leadership, analytical, presentation, communication, organisation and staff management skills;
 - (e) ability to respond effectively and cope with uncertain and unpredictable situations; and
 - (f) good command of Chinese and English.

Notes:

1. Preference will be given to candidates who are (a) familiar with the health insurance market in Hong Kong and have an overall grasp of the intricacies of the insurance and healthcare professions and private hospital services as well as sound knowledge of healthcare reform and financing issues in Hong Kong; and/or (b) familiar with the public administration and policy formulation in Hong Kong.
2. Candidates should state in detail on the application form their relevant experience in leading sophisticated projects on business development, strategy formulation, market analysis, or policy research, together with supporting documents, if any.

Duties:

- (a) Oversee the implementation and development of the Voluntary Health Insurance Scheme (VHIS).
- (b) Oversee the preparatory works for the smooth launch of the VHIS, monitor market response, and devise measures to ensure adequate market confidence and critical mass of participation in the scheme.
- (c) Oversee the implementation and coordination of all operational aspects of VHIS, including registration of participating insurers, certification of insurance plans as VHIS-compliant plans, supervision and enforcement, migration of existing policyholders, publicity, complaints handling, consumer education, and matters related to tax deduction.
- (d) Oversee the regular review and update of the complying requirements for the participating insurers with reference to medical inflation, advancement in medical technology and clinical standard, insurance claims experience, prevailing market condition, and views of different stakeholders, etc.
- (e) Oversee the ongoing works to promote good business practices at scheme level, such as service pledge on underwriting, exclusion of pre-existing conditions and claims settlement according to the scheme guidelines; offer of budget estimate to increase budget certainty for the policyholders who make claims; and publicity of in-depth premium and product information to increase market transparency.
- (f) Provide strategic support to senior management of the Food and Health Bureau for liaising with and engaging various stakeholders and the community in carrying out the above duties.
- (g) Oversee the management of the VHIS office, including day-to-day administration, resource planning, committee works, and liaison with other institutions.
- (h) Attend meetings of the Legislative Council and related Committees/Subcommittees on issues related to VHIS.
- (i) Carry out other duties as assigned by supervisors.

Terms of Appointment:

The successful candidate will be appointed on non-civil service agreement terms for three years. Renewal of contract will be subject to the discretion of Food and Health Bureau.

Fringe Benefits:

- (a) Candidate appointed will be entitled to housing benefits, vacation leave with leave passage allowance, and other benefits commensurate with a position of such seniority subject to the meeting of the eligibility criteria as stipulated in the regulations relating to the provision of such benefits. Candidate appointed will be subject to the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and will be required to make employee's contribution to a Mandatory Provident Fund (MPF) scheme.
- (b) Upon satisfactory completion of the agreement, the candidate appointed may be eligible for an end-of-agreement gratuity which, when added together with the Government's contribution to the MPF scheme, equals **15%** of the total basic salary drawn during the agreement period.

How to Apply:

- (a) Application Form [G.F. 340 (Rev. 3/2013)] is obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).
- (b) Completed application form, together with copies of public examination results, academic certificates, qualification certificates, employment proof as well as other supporting documents should reach the address stated below on or before the closing date and time, with the envelope clearly marked with **“Application for the position of Head (Voluntary Health Insurance Scheme)” or “Application for the position of Chief Manager (Voluntary Health Insurance Scheme)”**. (The postmark will be referred to for the submission dates of the applications by mail).
- (c) If candidates fail to provide the supporting documents as requested, their applications will not be considered. Applications not made in the prescribed form or which are incomplete or late will not be considered.
- (d) Please ensure that sufficient postage is paid. Mail items bearing insufficient postage will be returned to the senders or disposed of by the Hongkong Post. Applications returned to the sender due to insufficient postage must be resubmitted on or before the closing date and time.
- (e) Candidates who are selected for interview will normally receive an invitation in about four to eight weeks from the closing date for application. All applications will be treated in strict confidence. Those who are not invited for interview may assume that their applications are unsuccessful.

Correspondence Address:

Food and Health Bureau, 18/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Enquiry Telephone: 3509 8951

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting criteria.
- (g) The personal data provided by job applicants will be used by Food and Health Bureau for recruitment and employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate's application. For correction of or access to personal data, please write to the Data Protection Officer of Food and Health Bureau by fax at 2541 3352, by email to enquiry@fhb.gov.hk, or by post to 18/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please visit Food and Health Bureau's website (<http://www.fhb.gov.hk>) for its personal data privacy protection policy.
- (h) 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 post to the enquiry address above.

Position (2): Chief Manager (Voluntary Health Insurance Scheme)

Salary: HK\$107,870 to HK\$115,795 per month (commensurate with experience)

Entry Requirements:

- Candidates should have –
- (a) a bachelor's degree from a Hong Kong university, or equivalent;
 - (b) a minimum of Level 3 or above in Chinese Language and English Language (Syllabus B before 2007) in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent (Note 1);
 - (c) at least 12 years' managerial or professional experience in the fields of insurance business administration, financial risk management, financial product development, or marketing strategy formulation for financial products (Note 2);
 - (d) strong leadership, organisation, presentation and interpersonal skills; and
 - (e) solid background in handling complex issues or projects.

Notes:

1. Grade C in English Language (Syllabus B) and Chinese Language in previous HKCEE are accepted administratively as comparable to “Level 3” in English Language and Chinese Language in the 2007 HKCEE and henceforth. (Candidates who do not possess Level 3 but obtained Level 2 in Chinese Language (or equivalent) may also apply.)
2. Preference will be given to candidates with managerial or professional experience in business administration of insurance especially health insurance.

Duties:

- (a) Formulate and implement the strategy to promote the Voluntary Health Insurance Scheme (VHIS), including organisation of events, publicity, and advertising and social media activities, etc.
- (b) Plan and coordinate the administrative works of the VHIS office including registration of insurance companies participating in the scheme, product certification of compliant insurance plans, enforcement and supervision, and enquiry and complaint handling.
- (c) Develop the mechanism to update and review the minimum requirements of the VHIS, including the standardised policy terms and conditions, minimum benefit coverage, and code of practice for the participating insurance companies.
- (d) Liaise with stakeholder organisations, government departments and regulatory bodies in handling and coordinating matters related to VHIS.
- (e) Carry out other duties as assigned by the supervisors.

Terms of Appointment:

The successful candidate will be appointed on non-civil service contract terms for three years. Renewal of contract will be subject to the discretion of Food and Health Bureau.

Fringe Benefits:

- (a) Rest days, statutory holidays, annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted on terms not less favourable than the provisions of the Employment Ordinance.
- (b) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. 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 Schemes Ordinance, will be equal to **15%** of the total basic salary drawn during the contract period.

Closing Date (Time): Positions (1) and (2): 22 June 2018 (6:00 p.m.)

Background:

Voluntary Health Insurance Scheme (VHIS) is a policy initiative implemented by the Food and Health Bureau in respect of individual indemnity hospital insurance products. The scheme is based on voluntary participation by insurers and consumers. Under the scheme, the participating insurers will offer individual hospital insurance plans that are certified by the Food and Health Bureau to be compliant with the scheme requirements. It is voluntary for consumers to purchase the plans.

The VHIS Office is a new and regular office set up under the Food and Health Bureau to implement the VHIS. Its duties include registration of the participating insurers, vetting of individual indemnity hospital insurance plans for certification of compliance status, enforcement of scheme regulations, undertaking of publicity and consumer education programmes, monitoring of scheme performance, information dissemination and compilation of statistics, as well as handling of enquiries and complaints, etc.

InvestHK投資推廣署
The Government of the Hong Kong
Special Administrative Region

Where Business Goes to Grow

Invest Hong Kong (InvestHK) is the department of HKSAR tasked to attract and retain foreign direct investment in Hong Kong. It is now recruiting the following Non-Civil Service Contract Staff positions -

(1) Senior Manager, Biomedical
Salary: HK\$55,825 per month
(Ref: ISO/06/2018)

To demonstrate the growing business opportunities that can be seized by investors in and via Hong Kong, InvestHK is appointing a newly created Senior Manager, Biomedical. The job holder should be enthusiastic and self-motivated who have strong drive to result through reaching out to overseas, Mainland and Taiwan investors in the biomedical industry.

- Duties**
- (i) To provide business support services mainly in biomedical sub-sector;
 - (ii) To provide overseas, Mainland and Taiwan companies with assistance in setting up/ expanding businesses in Hong Kong and to provide aftercare services;
 - (iii) To work together with InvestHK's overseas network, relevant bureaux, departments and other public organisations including Hong Kong Science Park, universities and research institutions and relevant industrial organisations to conduct investment promotion and marketing activities to attract and retain companies in the biomedical industry from overseas and from the Mainland; and
 - (iv) To prepare briefs, presentations and undertake research initiatives in specific biomedical related sub sectors;
- (Remarks: The position requires some international travel and similar work experience would be an advantage.)

- Entry Requirements**
- (a) A Hong Kong post graduate degree, or equivalent, preferably in life sciences, biochemistry, bioengineering, biomedical or biomedicine related subjects;
 - (b) Meet the language proficiency requirements of "Level 1" results in the two language papers (Use of Chinese (UC) and Use of English (UE)) in the Common Recruitment Examination (CRE) or equivalent (see Note (a) and (b));
 - (c) Minimum five years of relevant full-time work experience gained in relevant field such as pharmaceuticals, medical device and equipment, bio-engineering, healthcare technologies or biomedical research, etc. Exposure to international operations and investment environment is preferable. Sound technology knowledge in biomedical is a must;
 - (d) Knowledge of and good understanding of Hong Kong's business environment, knowledge of and experience in investment promotion, marketing communications or economic development would be an advantage; and
 - (e) Fluency in English, Cantonese and Putonghua is a must. Proficiency in another language such as Japanese, French or German will be an advantage

- Note**
- (a) Level 4 in English Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 1 in the UE paper of the CRE. Level 4 in Chinese Language of the HKDSEE is accepted as equivalent to Level 1 in the UC paper of the CRE.
 - (b) Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE is accepted as equivalent to Level 1 in the UC paper of the CRE. Grade D in Use of English of the Hong Kong Advanced Level Examination (HKALE) or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 1 in the UE paper of the CRE.

Terms of Appointment

Successful candidate will be appointed on non-civil service contract terms for 24 months. Renewal of contract will be subject to the service need of the department and the performance and conduct of the candidate.

Fringe Benefits

- (a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. 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 Schemes Ordinance, will equal 15% of the total basic salary drawn during the contract period; and
- (b) Candidate appointed will be granted 14 days of annual leave. Other benefits, such as rest days, statutory holidays (or substituted holidays), maternity/ paternity leave, sickness allowance, where appropriate, will be granted mainly in line with the provisions of the Hong Kong Employment Ordinance.

How to Apply

A letter of application setting out in detail why the applicant considers himself/ herself suitable for the position, together with a full curriculum vitae (CV), and the supporting documents of their academic qualifications and work experience should be sent to the enquiry address or email address below on or before the closing date of application. Apart from the application letter as well as the CV, applicants must send an application form by using the on-line Application Form [Online GF 340] at the Civil Service Bureau's website (<http://www.csb.gov.hk>) for application. Applications without the application letter, CV and supporting documents, and those not using the on-line application form and late submission will not be processed.

Candidates should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hong Kong Post. Applications not using the on-line application form, applications without the supporting documents and late submission will not be processed.

As invitations or notifications will be sent to applicants by email, candidates should provide an accurate email address in their application. Candidates are responsible for checking their emails to ensure that invitation(s) or notification(s) could be duly received.

If no acknowledgement/ confirmation email is received after seven working days from the closing date of application, please contact this department by phone at 3107 1076. Candidates meeting the basic requirements, subject to shortlisting if required, will be invited for written test/selection interview within six weeks from the closing date of application. Those who are not invited for written test/selection interview may assume that their applications are unsuccessful.

Enquiry Address: Corporate Services Team, Invest Hong Kong, 25/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong.

Email Address: job@investhk.gov.hk

Enquiry: 3107 1076

Closing Date: 21 June 2018, 5:00pm (Hong Kong time)

* Please visit our website www.investhk.gov.hk for information on our department.

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation & race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/ or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/ she will be invited to attend the selection interview/written examination without being subject to any further shortlisting.
- (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 concerned enquiry address.

Education Bureau Non-Civil Service Contract Vacancy

Division : Professional Development and Training Division

Post Title: Part-time Salary Verification Officer

EDB Job Code: EDB/PDT/121/18

Salary: \$300 per hour (**Contract Period : 1 year**) (Required to work less than 18 hours per week, and the actual working hours depend on job requirement)

Duties: (a) To perform tasks related to salary verification for staff in aided schools; (b) To provide professional advice in respect of complicated salary verification cases; (c) To liaise with schools and give advice to schools on workflow and checklist for salary assessment; and (d) To perform any other duties as assigned.

Entry Requirements: (a) A Hong Kong bachelor's degree, or equivalent; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) At least 7 years' post bachelor's degree education-related experience; (d) Proficient in spoken English and Cantonese; (e) Familiar with Hong Kong education systems, current educational policies and practices in salary assessment in public sector schools; (f) Strong analytical skills and good inter-personal and communication skills; and (g) Pleasant, committed and able to work independently as well as in a team and under instructions.

Note : For general awareness, a locally-accredited Hong Kong bachelor's degree is at Level 5 under the Hong Kong Qualifications Framework (HKQF). While there are other qualifications under HKQF Level 5, for the purpose of this recruitment exercise, only bachelor's degree is acceptable. Further information on HKQF may be accessed on HKQF's website (www.hkqf.gov.hk) or by phone (3793 3955).

Closing date of application: 29 June 2018

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

Address : Administration Section, Professional Development and Training Division, Education Bureau, 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Enquiries Telephone: 3509 7562

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GENERAL



FIRE SERVICES DEPARTMENT

Clinical Psychologist (Civil Service Vacancy)

Salary: Master Pay Scale Point 27 (HK\$50,900 per month) to Master Pay Scale Point 44 (HK\$101,070 per month)

Closing Date for Application: 21 June 2018

Tel. Enquiry: 2733 7673

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.

Graphic Technician

- Knowledge of AutoCAD, Sketchup and Photoshop Required
- 1 year experience
- Staying in Yuen Long or Tuen Mun advantage

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GOVERNMENT



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

LEGISLATIVE COUNCIL SECRETARIAT
Public Information Officer

The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals for appointment as Public Information Officer in its Public Information Division. Under the supervision of The Legislative Council Commission, the Secretariat's mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

Main duties

The main duties of a Public Information Officer, in the three key areas of work in education services, media support and news services, or visitor services, include:

- (a) Education services
organizing and developing education programmes, developing interactive education and publicity materials, managing the "Education" section of the LegCo Website, as well as maintaining and enhancing the education facilities of the LegCo Complex; or
- (b) Media support and news services
arranging media briefings, preparing press releases, handling press and public enquiries, providing press marshalling as well as facilitating media coverage of LegCo meetings and activities; or
- (c) Visitor services
managing the visit programmes and the provision of guided tours of the LegCo Complex, supervising front line staff in the provision of reception and enquiry services, as well as managing the operation of the Souvenir Kiosk in the LegCo Complex.

Entry requirements

Candidates should:

- (a) have a recognized university degree;
- (b) have at least six years' work experience in corporate communication, public relations, community education, journalism, and/or visitor services;
- (c) have excellent command of written and spoken Chinese and English, preferably with good command of Putonghua;
- (d) be a team player with good communication and presentation skills, and be able to work independently and flexibly; and
- (e) be willing to work outside normal office hours, including weekends and public holidays.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is \$53,300 per month, increasing by five annual increments to \$67,065. There is also a monthly cash allowance for the rank of Public Information Officer (the current rate is \$1,180 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

Applications should be sent to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 3 July 2018. The position applied for should be indicated on the envelope, and an email address should also be provided in your application. Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview or written test within eight weeks from the closing date may assume their applications unsuccessful.
(A standard application form may be downloaded from the Legislative Council Website (<http://www.legco.gov.hk>))

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Legislative Council Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the Legislative Council Website.



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:

Economist (Hong Kong Institute for Monetary Research)

Key Responsibilities

- Write in-depth research papers publishable in academic journals and the Hong Kong Institute for Monetary Research (HKIMR) working paper series
- Conduct in-depth macroeconomic, microeconomic and financial market research
- Assist in planning and implementing research programs, and organising conferences and seminars
- Participate in international conferences and seminars on behalf of the HKMA

Requirements

- Postgraduate degree (preferably Ph.D) in economics or finance
- Solid background in macroeconomics and finance
- At least 3 years' experience in economic and financial market analysis or research
- Strong skills in econometrics and data management
- Good interpersonal and presentation skills
- Excellent command of English; fluency in Putonghua a plus

(The selected candidate will be seconded from the HKMA to work in the HKIMR. Depending on the openings available, candidates may also be considered to work in the Research Department of the HKMA)

Assistant Manager (Enforcement)

Key Responsibilities

- Assist in conducting investigation, analysing evidence and where appropriate, preparing cases for disciplinary or criminal proceedings
- Assess all types of banking complaints to decide whether there are grounds for conducting investigation

Requirements

- University degree, preferably in finance, accounting or law
- Experience in one or more of the following areas:
 - investigation of misconduct, corruption, or commercial or money-laundering crimes relating to the financial industry
 - disciplinary or criminal proceedings relating to the financial industry
 - auditing, banking compliance, relevant litigation or related fields
- Well-developed analytical, interpersonal, communication and presentation skills
- Good command of both spoken and written English and Chinese

Closing Date for Application: 23 June 2018.

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

InvestHK 投資推廣署
The Government of the Hong Kong
Special Administrative Region

Where Business Goes to Grow

Invest Hong Kong (InvestHK) is the department of HKSAR tasked to attract and retain foreign direct investment in Hong Kong. It is now recruiting the following Non-Civil Service Contract Staff position –

Assistant Manager, Fintech

Salary: HK\$19,395

(Ref: IPA/03/2018)

The Assistant Manager has to provide support to the Fintech Team in tasks relating to the implementation of the Fintech initiatives such as proactively reaching out to foreign and Mainland investors and entrepreneurs and attracting them to establish their presence or expand their business in Hong Kong through organising and sponsoring diversified Fintech events and seizing every networking opportunity.

Duties

The job duties include –

- (i) To support the investment promotion work of the Fintech Team;
- (ii) To assist in developing links and networks with business multiplier organisations in the Fintech sector;
- (iii) To assist in contractor sourcing, invitation of guests, speakers and maintaining database of clients, etc.;
- (iv) To provide administrative support to the Fintech Team, such as to help prepare routine returns, coordinate budgeting, handle general enquiries, prepare presentation materials, draft meeting notes and assist in procurement procedures, etc.; and
- (v) To perform other ad hoc duties as required.

Entry Requirements

- (a) Minimum two years of full-time work experience, preferably gained in (i) marketing and event management; or (ii) investment or trade promotion;
- (b) A Bachelor degree from a Hong Kong university, or equivalent, preferably in business administration, finance, economics, international marketing, communications or journalism;
- (c) Knowledge of and experience in investment promotion, financial services, economic development, or Fintech and start-up ecosystems is an advantage;
- (d) Meet the language proficiency requirements of "Level 2" results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) or equivalent (see Note (a) to (c));
- (e) Fluency in English and Cantonese is a must. Knowledge of Putonghua or other language(s) would be an advantage; and
- (f) Proficient in English and Chinese word processing, and in the applications of Microsoft Word, Excel and PowerPoint.

Note

- (a) Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 2 in the Use of Chinese (UC) paper of the CRE. Level 5 or above in English Language of the HKDSEE is accepted as equivalent to Level 2 in the Use of English (UE) paper of the CRE.
- (b) Grade C or above in Use of English of the Hong Kong Advanced Level Examination (HKALE) or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 2 in the UE paper of the CRE. Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE is accepted as equivalent to Level 2 in the UC paper of the CRE.
- (c) An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

Terms of Appointment

Successful candidate will be appointed on non-civil service contract terms for 24 months. Renewal of contract will be subject to the service need of the department and the performance and conduct of the candidate.

Fringe Benefits

- (a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. 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 Schemes Ordinance, will equal 15% of the total basic salary drawn during the contract period; and
- (b) Candidate appointed will be granted 14 days of annual leave. Other benefits, such as rest days, statutory holidays (or substituted holidays), maternity/ paternity leave, sickness allowance, where appropriate, will be granted mainly in line with the provisions of the Hong Kong Employment Ordinance.

How to Apply

A letter of application setting out in detail why the applicant considers himself/ herself suitable for the position, together with a full curriculum vitae (CV), and the supporting documents of their academic qualifications and work experience should be sent to the enquiry address or email address below on or before the closing date of application. Apart from the application letter as well as the CV, applicants must send an application form by using the on-line Application Form [Online GF 340] at the Civil Service Bureau's website (<http://www.csb.gov.hk>) for application. Applications without the application letter, CV and supporting documents, and those not using the on-line application form and late submission will not be processed.

Candidates should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hong Kong Post. Applications not using the on-line application form, applications without the supporting documents and late submission will not be processed.

As invitations or notifications will be sent to applicants by email, candidates should provide an accurate email address in their application. Candidates are responsible for checking their emails to ensure that invitation(s) or notification(s) could be duly received.

If no acknowledgement/ confirmation email is received after seven working days from the closing date of application, please contact this department by phone at 3107 1076. Candidates meeting the basic requirements, subject to shortlisting if required, will be invited for selection interviews within six weeks from the closing date of application. Those who are not invited for selection interview may assume that their applications are unsuccessful.

Enquiry Address: Corporate Services Team, Invest Hong Kong, 25/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong.

Email Address: job@investhk.gov.hk

Enquiry: 3107 1076

Closing Date: 28 June 2018, 5:00pm (Hong Kong time)

* Please visit our website www.investhk.gov.hk for information on our department.

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation & race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/ or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/ she will be invited to attend the selection interview/ written examination without being subject to any further shortlisting.
- (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 concerned enquiry address.

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FIRE SERVICES DEPARTMENT
(Non-Civil Service Vacancy)

Full-time Contract Building Services Inspection Officer

(Salary: HK \$44,415 per month)

Closing Date for Application: 28 June 2018

Tel. Enquiry: 2733 7519

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



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