

AGILE NETWORKS

Recognising the need for rhythm to make the most of one's talent

> SECTION 1



CAREER TRACKER

Keep up with latest corporate appointments


> SECTION 1



BEATING THE AGE BIAS

How to build up trust as a young leader

> SECTION 1



HEAD OF ACADEMIC STUDIES IN THEATRE AND ENTERTAINMENT ARTS

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 theatre 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 School of Theatre and Entertainment Arts offers a dynamic range of production-related courses in performing and entertainment arts. From theatre to theme parks and live events, the School's professionally-oriented programmes are designed to prepare students for exciting careers in entertainment and cultural industries. In addition to its Diploma, BFA and MFA programmes, the School also offers a programme of Fast-track vocational certificate and intensive courses in Lighting Technology, Sound Technology, Technical Theatre and Stage Management, Costume Making, Property Making and Scenic Painting, in recognition for today's and tomorrow's needs for top production crew by local and regional entertainment companies.

The postholder will be responsible to the Dean of School of Theatre and Entertainment Arts for academic coordination and curriculum development for all programmes. He/She is also responsible for teaching courses related to research (PaR) studies, in addition to teaching courses in the postholder's area of specialism.

Although subject to negotiation, expected commencement date will be as soon as possible.

Required Qualifications:

- (a) Advanced academic qualifications and/or a relevant MA/MFA degree, and/or significant professional training/experience in curricular management and development to an equivalent level in the performing or other relevant arts;
- (b) A minimum of six years' experience of teaching at tertiary level, preferably to Master's level;
- (c) At least four years' leadership and administrative/management experience in an arts context or the equivalent;
- (d) Extensive experience in curricular design, writing and implementation according to established quality assurance frameworks;
- (e) Ability to contribute to the postgraduate programmes of the School of Theatre and Entertainment Arts;
- (f) Excellent spoken and written English.

Additional Desirable Criteria

- (a) Experience in teaching in a multi-cultural context;
- (b) Fluency in spoken and written Chinese.

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:

Human Resources Office
The Hong Kong Academy for Performing Arts
No.1 Gloucester Road, Wanchai, Hong Kong
Fax: (852) 2584 8953
Email: hro@hkapa.edu

Closing date for application is **1 June 2019**. Please quote the reference code 'H(ATS)' on the application. Information is also available on the Academy's website www.hkapa.edu.

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



Senior Corporate & Community Relations Officer (Ref: SC741/0504)

Responsibilities

- Plan, organise and execute corporate and community projects with a view to promote the company's corporate image and strengthen its marketing position
- Handle communications from the media and the general public
- Monitor issues of pivotal interest to the company, prepare press releases and provide editorial service to the corporate newsletter
- Perform other duties as and when required

Requirements

- Degree holder, preferably in Communications or Public Relations
- Not less than 4 years' working experience in communications, public relations or journalism
- Good command of both written and spoken Chinese & English (with grade C or above in HKALE; grade C / level 5 or above in HKCEE)
- Good communication and interpersonal skills

Please apply, quoting the appropriate reference number, with details of your qualifications and experience, expected salary and a contact telephone number to **The Senior Manager, Personnel Department, Television Broadcasts Limited, TVB City, 77 Chun Choi Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong** or email to recruit_personnel@tvb.com.hk

Applications received are solely for selection purpose. Those not invited for interview within 8 weeks may consider their applications unsuccessful and their applications will be filed for another 6 months for future selection. Afterwards, all applications would be destroyed.

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香港城市大學
City University of Hong Kong

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City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly-funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement.

Applications are invited for:

- (1) Associate Director of Computing Services (Infrastructure) in the Computing Services Centre [Ref. D/210/00]**

Duties: Lead two sections of about 40 IT professionals in managing computing resources and communication infrastructure for administrative, teaching, learning, and research purposes; and work on Smart Campus, IoT, HPC, and Cloud Computing projects. The appointee will also have the opportunity to work with professionals in higher education sector in the region. Regular duties include implementation of modern data centre and cloud hosting solutions to better serve the end-user; plan, design, implement, and manage IT Operation Management with the ITIL framework; define KPIs and build performance dashboards; manage incident response processes and resources; work closely with application teams to ensure easy scale-out and secured architecture; and implement DevOps model with the use of SCM, IaC, CI/CD and automated tools for testing, infrastructure deployment, operation, and control.

Requirements: A good honours degree in IT related disciplines, with at least 10 years' relevant experience at senior management level in sizable organizations. Candidates should have demonstrated ability to innovate and operate outside the comfort zone of established methods and procedures, and to gain respect and credibility at all levels both inside and outside the IT organization, and be fully conversant with current and emerging IT development and technologies; possess broad knowledge of LAN, WAN, Security, voice and video technologies (including switch and routers, DNS, VoIP, firewalls, WAF, load balancers, software-defined storage/network, DCIM). Experience in virtualization platforms (e.g. Hyper-V and VMware, HCI, SDN) is essential, and experience in cloud provisioning (e.g. Azure, Google/AWS) would be advantageous. Strong leadership skills, with ability to lead and inspire IT staff effectively; being proactive and independent, with strong sense of ownership and can-do attitude; good problem solving skills, with a detail-oriented mind and determination to success; and good command of written and spoken English and Chinese (including Putonghua) as well as excellent interpersonal skills with both internal and external stakeholders are required.
- (2) Senior Manager/Manager (Construction) (at the rank of Assistant Registrar/Supervisory Executive Officer) in the Campus Development Office [Ref. A/355/00]**

Duties: Lead a team of site staff and oversee site supervision works to build a safe, quality and environmental friendly campus for learning and working; perform contract administration and site management and supervise contractors to ensure completion of works according to stipulated schedule in compliance with contractual/statutory requirements (particularly safety) and University house rules; carry out site inspections, record site activities, monitor progress, and check findings against specifications and drawings; report and issue notifications on defects and deviations, and ensure proper rectification; provide advice on good construction practices and make alternative proposals; coordinate and attend meetings with government authorities, consultants, contractors, users and in-house units; ensure drawing records and O&M manuals in conformity with the as-built work. The appointee is required to perform shift duties and work in irregular hours (including Saturdays, Sundays and Public Holidays).

Requirements: A good honours degree in Building/Construction Studies or related disciplines, with at least 15 years' relevant on-site experience as Clerk of Works/Project Coordinator/Construction Manager (of which at least 5 years at senior management level). Chartered qualification in related disciplines, and proficiency in Microsoft Office, Microsoft Project and AutoCAD are preferred.
- (3) Senior Manager/Manager (Electrical and Mechanical Services) (at the rank of Assistant Registrar/Supervisory Executive Officer) in the Campus Development Office [Ref. A/356/00]**

Duties: Implement repair and maintenance programmes and various AA&I projects; oversee electrical and mechanical (E&M) services installation and capital projects; report on matters related to upgrading, infrastructure renewal, design standards, feasibility studies, annual R&M and capital project submissions, procurement of equipment and system.

Requirements: A good honours degree in Electrical Engineering/Mechanical Engineering/Building Services Engineering or related disciplines and full membership of HKIE/similar professional bodies, with at least 15 years' relevant facility management experience (of which at least 5 years at senior management level). Extensive E&M system for large-scale building development and building project execution in Hong Kong and Mainland China, proven management and leadership ability, as well as good analytical and interpersonal skills are required. Substantial experience in higher educational institutions and/or experience in managing government subvention projects, experience in large-scale repair and maintenance projects, ability to use AutoCAD and Revit are preferred.

For posts (2) & (3), the appointees will report to the Associate Director of Campus Development. They are required to possess a valid safety training course certificate (commonly known as "Green Card") issued by organisations recognised by the Commissioner for Labour, with good command of written and spoken English and Chinese, and expected to be self-motivated for performance enhancement with ability to complete tasks and assignments within tight project schedules, and perform any other assignments. Candidates with less experience may be considered for appointment at Manager level. Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Initial appointment will be made on a fixed-term contract; fringe benefits include gratuity, leave, medical and dental schemes, and housing benefits (for post (1), and where applicable for posts (2) & (3)).

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. **The closing date for post (1) is 11 May 2019. The review process for posts (2) & (3) will continue until the positions are filled.** Applications will receive full consideration and only shortlisted applicants will be contacted. The University's privacy policy is available on the homepage.

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

Worldwide recognition ranking 55th, and 5th among top 50 universities under age 50 (QS survey 2019); 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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POWER PROFILE

AGILE NETWORKS

Rick Seeto gets the best out of the team to keep up with the fast-moving industry and technologies, writes **John Cremer**

HIGH-FLYERS

For Rick Seeto, the first priority in his role as Ciena's managing director for Asia-Pacific sales is to help major telecom firms and internet content players build open, agile and scalable networks, which take full advantage of the latest innovations and technology.

He talks to them about everything from programmable infrastructure and the value of data analytics to DCI (data centre interconnect) developments and the measures needed to anticipate possible problems and maintain "network health".

It is a fast-moving business, with constant pressure to find new customers and expand market share, while also paving the way for the introduction of 5G technology, more network automation, and new business metrics.

To keep it all on track, Seeto can draw on decades of experience in the industry. But, as importantly, he also applies a personal philosophy which recognises the need for rhythm and balance to make the most of one's own talent and get the best out of the team.

"You have to love what you're doing otherwise it is a very difficult job," says Singapore-based Seeto. "I've got much better at figuring out the balance in a role like this. The trick is to build a team you trust and to give people the capability to make decisions and run their part of the business."

"Over the years, you also learn to build a cadence in the financial year. As a leader, my job is to offer support and to set context and some aspirational goals. You can't micromanage and you have to put some kind of caveat on your availability."

The third of four boys, Seeto grew up in a farming district of around 3,000 people in

the "bush country" of northwest New South Wales.

After achieving satisfactory marks, Seeto was offered a university place, but felt that was not the right path for him at the time. "Instead, I fell into telecoms and IT, joining what is now Telstra as an apprentice technician in April 1977," he says. "I couldn't figure out what I wanted to do, but I needed a job to pay the rent and had previously sat and passed the company's recruitment exam. I moved to Sydney and was posted out to a depot, doing an outdoor type job fixing phones and installing PABX systems. It was a good grounding: I met some great people and really fell in love with that sort of work."

However, getting married at the age of 21, with the attendant responsibilities of a mortgage and building a life together, added a different dimension. Accordingly, Seeto signed on for evening classes at the Sydney TAFE, which offers more vocational courses, and over the next four years took certificates in electronics and communications in a bid to improve his career prospects.

Promotion duly followed and, subsequently, he also completed a three-year business management course. But realising the company was very hierarchical, which would limit the speed of future progress, he decided to go into the private sector and joined the Australian arm of Nortel Networks in 1989.

"I started as project manager, but it was a very small outfit, so I also got involved in sales, engineering and working with customers on implementation and rollout," Seeto says. "It introduced me to the ways of a North American technology company and how they operate as a meritocracy."

He was to stick with them for the next 20-odd years, a period marked by rapid corporate expansion and many different opportunities whether that meant fixing a

problem, starting new ventures, running product and enterprise groups, or taking on overseas assignments.

"My approach was quite simple; I'd just say yes to whatever the challenge might be," says Seeto, whose first Asia-Pacific role was to expand the Nortel intranet and proved a real eye-opener to the opportunities and complexities of working in the region. "We had decided to have a home base in Sydney until our youngest daughter went off to university, but then we were ready to try to somewhere new."

He did stints in Beijing and Singapore running partner programmes and becoming Asia-Pacific CIO and, later, chief marketing officer for the region up until 2009 when the firm faced hard times.

The fallout saw Seeto moving with the enterprise business to Avaya, where he was a senior director responsible for Asia-Pacific channel business and marketing before switching to Citrix in 2013 to run regional sales and services for their mobile data optimisation platform from Singapore.

"I like challenges, and every role had good aspects," he says. "But by then I'd been working for nearly 40 years and my wife said we were in a position to retire."

So, in 2016, he headed back to Australia, did various home renovation projects, played golf, travelled, and took a week-long company directors' course with a possible view to helping non-profits.

Something, though, was missing in terms of "brain stimulus", so when Ciena called to discuss a role expanding their business in Asia, it didn't take long to agree terms.

"The strategy they laid out is turning out to be successful," Seeto says. "Right now, the three main challenges are how to prioritise opportunities, because we can't chase after everything; how quickly can we move the organisation; and how to develop people and skills."

Photo: Berton Chang

CAREER TRACKER



Freddie Tang
Fujitsu Hong Kong
The firm has announced the appointment of Freddie Tang as General Manager, Sales. A veteran of the IT industry with more than 20 years of experience in Greater China especially in the sales of enterprise solutions and business services, Tang will oversee Fujitsu's sales and go-to-market strategy in Hong Kong and Macau.



Tracie E. Ahern
PineBridge
The private global asset management firm announced the appointment of Tracie E. Ahern as Chief Financial Officer. Ahern will join the management committee and be responsible for developing and refining the firm's financial strategy as well as managing the global finance and accounting functions. She will be based in New York and report to COO Michael J. Karpik.



Dan Streetman
TIBCO
The integration, API management, and analytics company announced that Dan Streetman has been appointed as its new chief executive officer. Streetman joins TIBCO from BMC Software where he was executive vice president of worldwide sales and marketing. He previously held senior transformative roles at leading software companies.

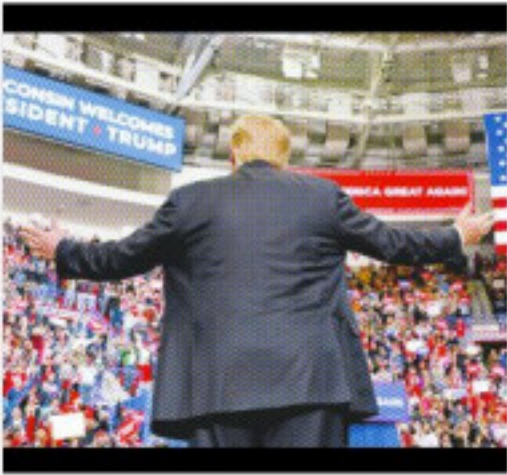
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NEWS BITS



US private-sector surges in April
WASHINGTON — American firms hired at a blistering pace in April, the fastest in nine months, kicking off the second quarter of the year with a bang, according to a payroll data. The private sector data comes on the day the Federal Reserve is due to make its latest pronouncement on interest rates, and adds to the conflicting dynamic facing central bankers with data showing the economy continues to grow but with few signs of accelerating wages or inflation. **AFP**



Italy marks May Day amid calls for jobs, investments
ROME — The need for jobs and investments to kickstart the nation's stagnant economy were the dominant themes as Italy marked International Workers' Day, or May Day, with official celebrations, trade union marches, and traditional outdoor concerts. In a speech to the nation at the Quirinal presidential palace in Rome, President Sergio Mattarella expressed his solidarity with the unemployed, the underemployed, and the underpaid. **Xinhua**



\$95 million in Budget package for thousands of new teachers
NEW ZEALAND — The government is to pump \$95 million into training hundreds of new teachers. The initiatives will add 2480 more teachers and support a total of 3280 teachers over the next four years, and will include incentives such as scholarships and contributions to the cost of living for students. It also supports 800 more beginning teachers. **NZME**

Photos: REUTERS/AFP/AP

CAREER DOCTOR

Beating the age bias as a young leader

I was promoted by my company so I could head up the opening of a new office. I was also assigned a team, half of whom were from my old office, and the other half from other locations.

But, I don't have the traction with them that I wish I had. The ones from other offices don't know me at all, and could only judge me based on what my old office colleagues had to say about me.

Unfortunately, my promotion was a bit of a surprise even for them, as I was the youngest employee in our old office and was relatively inexperienced compared to my co-workers. Some of them had even competed for the same post and are probably resentful that I beat them to it. The reason I was promoted was because I



presented the most compelling business development plan for the new location, and on a measure of performance metrics, I was easily in the top percentile of all the candidates competing to manage the new office. I may be young, but neither youth nor age are measures of aptitude or capability. Age is just a number.

So now I get to implement the plan I proposed. But, I can't do it without the unreserved backing of my team, which I don't have. How do I go about establishing the sort of trust and credibility with my team that I'll need if we're going to make this office one of the company's top-performing locations?

Savant Sally Trust is the foundation that you'll need to earn the respect of your new team. With their trust and respect and your performance, you can start to build credibility over time, which will further reinforce the trust and respect of your team in a self-sustaining feedback loop. So how do you build up trust? Well it's a tricky thing, and very personalised, which means it will take up considerable time and effort in the long term, and you will need to do so individually with each and every member of your team. It's very difficult to build up trust with an entire team if you only deal with them as a collective instead of one-on-one.

So make the time to equally get to know

everyone on an individual basis, in both formal contexts (such as scheduled meetings) and informal settings (such as small talk or after work socials). Avoid having favourites, and make sure you are not seen to treat the ones you previously knew better than the ones from the other locations. Each of your team needs to feel that you are equally the leader for everyone and not just a few.

With multiple members of your team, make a conscious habit to check in regularly with each member until it becomes an established and purposeful pattern of behaviour. You should also have goal-setting meetings with each team member to set milestones, timelines and goals, both for their own individual career aims and for their part in enacting your vision for the new office. By inviting them to plan and propose their own operational buy-in to the project, you make them more invested in your vision, and by extension, you.

You don't earn your team's trust through promises and words. You earn their trust through demonstrating the traits of a leader who cares about their motivations and aspirations, and who they can rely on to make them part of a successful project. Just make sure all the strategising is reflected by concrete results too, and your credibility will no longer be in question.



Photo: Shutterstock

Avary Chong, founder, code-R

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

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Be part of the FinTech trend and explore new horizons

FinTech is no longer just a disruptive trend, but is now an emerging industry with exciting prospects. In fact, the Hong Kong Monetary Authority recently granted four virtual banking licences, so it is not surprising that fresh graduates are keen to join what is sure to be one of the most dynamic growth industries. Now, those hoping to build a career in FinTech have the opportunity to join a company that is at the forefront of this industry.

HKT Financial Services, the FinTech arm of the HKT Group, is inviting young talents to apply for several highly coveted places in its graduate trainee programme. The successful candidates are guaranteed insights and experiences that will pave the way to an interesting and exciting career.

The HKT Group is widely recognised as a leader in the telecommunications and technology. The Group's vision has always been to enrich lives through technology and innovations. As financial services is a key part of daily life, the Group leveraged on its core strengths and technical expertise to extend into the financial sector and deliver innovative FinTech solutions that streamline financial transactions and enhance convenience for consumers and merchants alike.

"HKT's strategy is to build a digital ecosystem that provides an integrated platform for consumers and enterprises," says Monita Leung, Head of HKT Financial Services. "The extension into financial services not only strengthens the relationship with our existing customers, it also provides a channel for greater financial inclusion and for engaging with new customers, particularly the younger, digitally savvy market segment."

HKT Financial Services provides a wide range of services including mobile payments, merchant services, O2O solutions and insurance.

For consumers, HKT Financial Services has developed Tap & Go, a digital mobile wallet that is the first of its kind in the local market. It operates with the Mastercard and UnionPay networks to enable mobile payments worldwide and online. A prepaid mode also allows users to have full control over their spending. Other features include instant top-up and cross-platform P2P transfers via Faster Payment System (FPS) launched by the Hong Kong Monetary Authority.

On the merchant side, HKT Merchant Services offers a full range of digital payment solutions. These include the all-in-one Smart POS, POS App, O2O Solution App, and online and static QR code.

These solutions meet the needs of businesses of all sizes, helping merchants in their digital transformation as well as boosting operational efficiency. Fully integrated with FPS, these one-stop retail and payment solutions usher merchants to enter into a new era of digital payment and to go for cashless transactions.

HKT Care is another service offering under HKT Financial Services. It provides customers with an array of general and life insurance plans, such as medical plans, home coverage, travel protection and more. This comprehensive range of insurance plans fulfils the varying needs of customers in different stages of their lives.

With the breadth of businesses at HKT Financial Services, graduate trainees can tap into tremendous opportunity for growth. The graduate trainee programme offers broad exposure and the freedom to explore various career options. During the 18-month programme, graduate trainees will gain hands-on experience and opportunities to work on cutting-edge developments in FinTech.

"The company is dedicated to grooming high-flyers with the potential to become future business leaders. We are offering talented young people the opportunities to make their mark and expand their horizons," said Leung.

Graduate trainees will be on a series of rotations, during which they can learn about product development and management, insurance, partnerships and business development, marketing and channel management. They will also become familiar with other key areas like branding and

communications, business operations, and risk management.

Another major benefit of the programme is that all trainees can master the soft skills they need to make the most of their talents. "The soft skills they learn will be as important as the hard skills," said Leung. "Graduate trainees will learn leadership skills, standard business practices, product and services know-how, stakeholder management, and the skills to be an effective influencer and communicator."

Graduate trainees will also work closely with experienced professionals in banking, insurance, telecommunications and FinTech. This allows them to start building their own network of connections, which will prove invaluable as their careers advance.

To ensure graduate trainees fully realise their potential during the programme, regular reviews, coaching and mentoring sessions will be conducted periodically with senior executives. As a result, graduate trainees who complete the programme will gain the knowledge, experience and interpersonal skills to take on future challenges with confidence and move up the career ladder.

"Upon successful completion of the programme, graduates can join one of our teams, where they will continue learning before moving into a more senior, specialised role," Leung says. "This is a great career path for professionals in the financial services field."

To join the programme, candidates should have a bachelor's degree in business administration, marketing, accounting and finance, risk management, or a related discipline. Candidates should also be able to show business acumen, analytical skills, and be self-motivated and innovative. It is also important to be a team player, with good communication skills plus a high level of written and spoken English and Chinese.


"This programme will not only give successful candidates a head start in building a career with a dynamic, inclusive and ground-breaking company," Leung says. "The passionate minds that join us will bring in dynamic new ideas, which will help shape the world of tomorrow. That's something we can all look forward to."

Stored Value Facilities Licence Number of HKT Payment Limited (Tap & Go): SVF0002

Registration number of HKT Financial Services (IA) Limited (HKT Care): 17975461



EDUCATION



旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA
Institute for Tourism Studies

www.ift.edu.mo

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

Tourism College

- ✦ **Lecturer in Hotel Management (1 vacancy) – Ref. No. 008/AC/2019**
should be able to teach and develop specific subjects such as Hotel Operations, Lodging Management, Food and Beverage Cost Control, Wine Studies.
- ✦ **Lecturer in English (1 vacancy) – Ref. No. 009/AC/2019**
should be able to teach and develop materials for English for Academic Purposes, English for Specific Purposes and Communication Skills from intermediate level to advanced level.

Requirements:
Must have at least a Master's degree in the relevant area.

Candidates who do not meet the requirement above, or who do not have supporting documents (including graduation certificates, testimonials, transcripts or other official forms of evidence for the requirement) need not apply for the vacancies.

Application:
-For application details, please visit <http://www.ift.edu.mo/visitors/job-vacancies>.
-The selected candidates are expected to assume duty in fourth-quarter of 2019 or earlier.
-Final result name list will be announced on IFT website around third-quarter of 2019 or earlier.
-Please note that ALL application materials must be received by the closing date (Macao time).
-Application received by IFT after the closing date will only be included in the next round of recruitment, if applicable.
For enquiries, please send to Job Vacancies On-line enquiry <http://www.ift.edu.mo/visitors/job-vacancies/job-vacancies-on-line-enquiry>.
Application closes on 15 May 2019



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

English Language Teaching Unit Teaching Assistant(s)
(Ref. 190000QF) (Closing date: May 10, 2019)
Applicants should have (i) either a good honours degree or an MPhil degree in applied/educational linguistics or a related field; (ii) a strong command of spoken and written English; (iii) strong interest in teaching or pedagogical research at the tertiary level; and (iv) strong organization and interpersonal skills. Knowledge of quantitative and qualitative research methodologies and analysis will be an advantage.
Working on pedagogical projects, the appointee(s) will (a) assist in conducting workshops; (b) support peer tutoring sessions; (c) assist in the preparation of teaching materials; (d) manage online resources; (e) prepare reports; and (f) perform other related duties as assigned.
Appointment(s) will initially be made on contract basis for one or two years commencing July 2019, renewable subject to performance and mutual agreement.

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

Luk Yeung Kindergarten and Child Care Centre is a private independent school that provides trilingual language learning for children in Tsuen Wan.

Full-Time Kindergarten NET

Job Description:

- English subject teacher for children aged 2 to 6
- Work with a team of nine Native English teachers
- Monday to Friday work week (8:25 a.m. - 4:30 p.m.)
- Paid school holidays

Requirements:

- Native English speaker
- Flexible, self-motivated, and a team player
- Teaching experience in early childhood setting preferred

Commencement: August 2019

Interested parties, please send C.V. with a recent photo, cover letter, and expected salary to lykg@netvigator.com.

We appreciate all applicants; however, only shortlisted applicants will be contacted. Personal data collected will be used for recruitment purposes only.

Native English Teachers (NET)

We are looking for qualified Native English Teachers with the following qualifications:

- Located in Hong Kong (**overseas applications will NOT be entertained**)
- Native English speaker
- Bachelor degree in any subject
- Recognized TEFL certificate (TESOL/Celta preferred)
- 1 to 3 years related teaching experience
- Superior written and verbal communication skills
- Experience in teaching (YLE level) Cambridge ELT materials
- Dedicated to a stable and long-term career
- Enthusiastic, motivated and effective communicator
- Cheerful and outgoing personality, able to interact well with students
- **Wages ranging from \$35,000 to \$50,000**

We offer a fantastic working environment. Apply now.

To apply, please submit your resume with an expected monthly salary/ hourly wages and a recent photo to cukidzrecruitment@gmail.com

The University of Law - Hong Kong Campus

Campus Dean – full time, permanent
Director of Programmes – full time, permanent
Student and Campus Manager – full time, permanent
Tutors/Senior Tutors – full/part time, permanent
Visiting Lecturers – self-employed

Do you want to be part of our future?

Who are we?
The University of Law (ULaw) is one of the UK's largest law schools. With an impressive history going back to 1876, we employ over 700 staff and have over 9000 students studying on our undergraduate and postgraduate programmes, which are also delivered through our dedicated business schools in the UK and Berlin. ULaw has an outstanding reputation as a full service legal and educational training specialist, operating from thirteen campuses, with additional global reach through online and face to face provision.

Building on unprecedented growth and success across all areas of the portfolio, as recognised by our TEF Gold status, we continue to have exciting and ambitious plans for expansion and diversification.

What are we looking for?
September 2019 will see the launch of our state of the art Campus in Hong Kong. Based in the heart of this thriving city, we are looking for the following, exceptional individuals to develop and deliver an outstanding student experience and mirror the same, high quality outcomes that are synonymous with the ULaw brand. We may be a new addition to the territory but you will be instrumental in establishing crucial, long-term relationships with the student body, legal firms and local businesses of Hong Kong.

Could this be you?

Campus Dean
You will be a senior leader with significant experience of operating and leading in a commercial, educational or legal environment. You will have experience of motivating and developing a diverse team and delivering results across a complex operational portfolio, utilising the current UK strategy to grow a Hong Kong centre of excellence. You will have a demonstrable understanding and knowledge of the business and legal market place/legal education, coupled with a confident approach to building relationships, developing new business opportunities and maintaining strong links with stakeholder organisations and their leaders.

As Dean, you will contribute to the development of our programmes and strive to deliver the excellent student experience that we offer across all of our campuses.

Director of Programmes
Reporting to the Campus Dean, you will be responsible for the quality and delivery of all programmes and courses at the Campus, including the co-ordination and production of the design and delivery of course materials and assessments. In liaison with the Dean, you will also manage the effective allocation of resources, in conjunction with a clear and transparent annual programme development plan that you will create.

Supported by a Student and Campus Manager, you will be responsible for all delivery aspects of the student experience and the enhancement of student performance in the Campus overall.

Student and Campus Manager
Reporting to the Dean and as part of the Executive Team, you will be responsible for implementing and managing efficient, high-quality operational processes and services at the Campus. This is a broad and varied role, encompasses both office/campus management and the full range of student support services. As such, you will need excellent customer service skills as well as facilities/building management experience, including relevant H&S legislation knowledge. A career history in the education sector would be highly desirable.

Tutors/Senior Tutors
Reporting to the Dean, we are looking for an outstanding team of law tutors, ideally qualified solicitors or barristers who can demonstrate successful legal practice experience. You will enjoy being challenged (by students and course content in equal measure) and be able to adapt to the different and progressive learning styles of students and methods of course delivery. You will be eager to share your expertise and become involved in all aspects of enhancing the student experience within our campus, primarily teaching on our LPC, GDL and LLB programmes. Please note that classes are also routinely delivered over weekends and evenings and tutors are expected to work flexibly within these parameters.

Visiting Lecturers (VLs)
To complement our permanent faculty, we are recruiting VLs in all areas of legal practice. Ideally, you will be a qualified lawyer/barrister with a genuine interest in the teaching profession – although previous teaching experience is not essential as training and support will be provided. We are looking for individuals who can demonstrate flexibility in the subjects that they teach, as you may be required to cover the full range of courses offered. Of equal importance is the requirement that you meet the exceptionally high standards of our existing faculty.

Please note that this is not a salaried position, you would be self-employed and remuneration rates will be discussed at interview.

Please visit our website www.law.ac.uk/vacancies for further details, including our generous list of benefits (for permanent staff) and how to apply. As our campus grows, we are also keen to receive applications from people who aspire to join us – other roles may be available so please do visit our vacancies section on a regular basis.

If you would like to arrange an informal discussion about the roles listed above, prior to application, contact Peter Crisp, PVC External, via email Peter.Crisp@law.ac.uk

Closing date for applications: 12.00 midday, Friday 10th May

Interviews:
20th & 22nd May – Director of Programmes, Student and Campus Manager
21st May – Campus Dean
23rd & 24th May - Tutors/Senior Tutors and VLs
Causeway Bay, Hong Kong (on the dates above only) OR London (dates TBC).
Skype is also available

Location of interviews:
Causeway Bay, Hong Kong (on the dates above only) OR London (dates TBC).
Skype is also available

The University of Law is committed to the equality of opportunity but will require proof of the Right to Work in Hong Kong, for these roles. Reasonable relocation costs will be considered, if applicable.

E V E N T S W A T C H



The full-day conference was designed to be informative and inspiring for HR professionals.



The panel consisted of leaders and experts from the industry.



Industry veterans shared their experience in acquiring and retaining talents.

KEEPING THEM HAPPY

Classified Post’s Human Resources Conference focused on retaining talent and the impact of new technology, writes Prudence Lui

Technological advances, and the shrinking of the workforce due to ageing, are two factors which are having a major effect on recruitment. As both trends are likely to continue, Classified Post’s 2019 Human Resources (HR) Conference focused on talent acquisition and retention. The day-long event was packed with keynote speeches, case studies, and panel discussions, which featured experts from the government, multinational companies, and academia. The goal was to inspire the HR community by discussing contemporary recruitment strategies.

Caspar Tsui Ying-wai, Hong Kong’s Under Secretary for Labour and Welfare, set the scene by saying that employees should be treated as assets to their company. “Experienced staff members are vital human capital, so it’s important to ensure their duties are tailored to match their different needs,” Tsui said. Companies should also keep abreast of new technology, he added. “While technology is assisting employees with more and more jobs, and lowering their workload, employees fear their jobs could be replaced by evolving technologies,” he said. But although Artificial Intelligence (AI) may result in fewer job opportunities, Tsui does not think it will replace humans in the workplace. “AI can’t think by itself. It needs humans to input data. AI will probably just take over routine work so that we humans are free to focus on areas that machines can’t handle,” he said.

Tsui said that there are alternatives to financial incentives to attract or retain staff in the commercial sector. “Use your imagination to think of the most attractive ones, for example child-care services, a nursing room, and so on. Encouraging employees to do something for the community as well

as meeting business targets can also improve a brand’s image.”

According to Tsui, many employers offer an inclusive workplace which promotes harmony. Training and communication can lead to better understanding among employees, Tsui said. Employers should think laterally to attract new employees, he added. “Use different means to attract and retain them. Remember that word of mouth is important, and that employees can encourage their friends to join the company,” he said.

An emphasis on family can help: “From a government perspective, we stress the importance of family-friendly employment practices. People with a family sometimes shift to part-time work, and top-quality talents sometimes leave their jobs. Perhaps these trends can be countered by introducing flexi-time and a five-day work,” Tsui said.

The Willis Towers Watson 2018 Digital Transformation Practices Report, which surveyed of 1,200 multinational and regional companies concluded that all regions are facing a scarcity of digital talent. In response, over 90 percent of

Experienced staff members are vital human capital, so it’s important to ensure their duties are tailored to match their different needs

organisations have turned towards different sources, such as outsourcing and automation, talent exchange for short-term assignments, and robotics.

Brian Sy, Willis Towers Watson’s head of global data services for Hong Kong and Macau, said that everyone is competing for digital talent. “This has led to specific monetary and non-monetary practices,” Sy said. “Factors for attracting talents in the Asia-Pacific region include a bonus for signing on. But interesting, challenging and varied work is more important than cash compensation to retain talents,” he noted. The primary IT professional’s attraction and retention programmes are non-monetary, such as providing professional development opportunities, flexible schedules, as well as exciting and challenging assignments, he noted.

As for financial compensation, almost half of the companies who responded to the survey offer more than the standard base salary for digital jobs. Some organisations offer one to one-and-a-half times the monthly salary as a sign-on bonus for professionals with IT skills.

Compensation of 10 to 25 per cent above market rate is typical for in-demand IT skills.

AI, big data, and digital marketing are expected to experience changes in terms of compensation over the next 18 months. Examples of non-monetary practices that will change include a shift to using outsourced talent due to evolving technology, and job redesigns to make the work doable by a wider range of employees.

“HR must partner with the business to adopt a modernised total rewards strategy which takes certain elements into account,” Sy said. “The strategy must recognise the scarcity of certain skills, and assess the ‘skill and will’ gap; be flexible enough to individualise rewards (“personalisation”); use a communication strategy which maintains fairness, and the right level of transparency; and use data to stay abreast of the fast-changing employment environment. Also ensure that a balance is kept between financial and non-financial rewards by understanding the perspective of the staff, and the impact created by each type of rewards,” Sy said.

Flexibility is key in today’s labour market, he added: “In addition to sourcing talents locally, companies are also expanding their pool to reach out to right talents around the world,” Sy said.

Global companies like Asia Miles and Philip Morris International were on stage to talk about some of the best HR practices on offer to attract and retain diverse talents. Willie Cheng, Asia Miles’ head of people, recalled, “Our staff engagement programme was the brainchild of the people department, and the objective was to bring staff together and break down silos. We created an open and clean office space, and couches were placed to allow staff to sit comfortably. To get the company’s message across, we adopted design

thinking with a human-centric problem-solving methodology: ‘empathise, define, ideate, prototype, and test before implementation’. Our staff satisfaction with the office rose to 42.7 per cent,” he said.

Angee Chan, Philip Morris International head of people and culture for Hong Kong and Macau, advocated an inclusive and diverse workplace achieved through an employee-centric strategy. The company’s Hong Kong headquarters is home to 27 nationalities. Two years ago, it held a two-day staff hackathon-style discussion with colleagues to learn about their needs and suggestions. “We carried out some actions after listening to their views,” Chan said. “For examples, flexible work hours, more common space in the office, more project-based opportunities, a variety of fruit on offer, and activities. We expanded our flexible benefit scheme, and maternity leave was increased to 18 weeks. We launched new activities and facilities to create a diverse and all-embracing workplace. In 2019, we will take it to the next level by applying for global equal salary certification to confirm our commitment to gender pay equality.”

During the panel discussion, moderator Alvin Leung, general manager, PERSOLKELLY Consulting (HK) invited Sy, Cheng and Chan to put their heads together on the subject of “Effective Talent Acquisition and Retention in the Era of VUCA” (Volatility, Uncertainty, Complexity and Ambiguity). “Skill-matching remains important — it’s not just a matter of filling the post but of finding the people with the right skills,” Leung said. Cheng suggested its established trainee programme under Swire and Cathay Pacific, which works with universities and involves a hackathon, encourages top talent to sign up.

“Potential employees will join the company if it matches with their

vision,” Chan said. “This explains why we try our best to embrace the opinions of staff, so we can reflect what they are thinking. When recruiting, we don’t just look at an applicant’s experience or background, we also take their soft skills into account. These include collaboration, communication skills and agility. We’d also like applicants to demonstrate problem-solving skills. That will bring a long-term benefit to the company.”

Employers can look further than millennials when trying to fill positions, the experts noted. “Invisible labour,” like retirees and aged workers, should not be dismissed. Sy said that the experience of senior citizens is invaluable, and they can act as mentors, coaches and advisers. Organisations have realised that such talent is valuable, and as many senior citizens don’t want to retire, there is availability.

“The Highway to Work of the Future in Talent Acquisition” a presentation by Randy Chiu, professor of management and director of the centre for human resources, strategy and development at Hong Kong Baptist University, examined advanced HR practices, technology, and tools.

“Technology changes the work process,” he said. “Companies need to make modifications and ensure that their operations are kept up to date. AI is not new, and a survey projected that although it will have eliminated seven million jobs by 2015, it will have created 7.2 million new jobs. Some of the new jobs are posts you may have never heard of, like a cyber-city analyst. It seems likely that job prospects will be improved for the visually impaired, and wheelchair-bound workers,” said Chiu.

“The best way to retain part-time staff is to ensure a positive employee experience. Remember to make them part of the team,” Chiu added.

EDUCATION



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 nine 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, data science, energy and environment, engineering, humanities and social sciences, law, science, veterinary medicine and life sciences.**

- Applications and nominations are invited for :
- (1) Chair Professor/Professor/Associate Professor/Assistant Professor (Film and New Media) in the School of Creative Media** [Ref. C/536/00]
Duties : The appointee is expected to make significant contribution to teach at both undergraduate and postgraduate levels, and advise postgraduate research students; play an active role in curriculum development, management and design; maintain an active research profile; actively seek external grants and contracts to support research endeavors; provide service to the School and University governance; and contribute to professional engagement, networking, and outreach activities that enhance the academic and professional standing of the School.
Requirements : A PhD in related disciplines, with substantial professional experience. The appointee is expected to be knowledgeable about traditional cinema, and is keen to build a film cluster based around expanded cinema and new media. S/he should be experienced in short and micro film formats and is comfortable with both mainstream and experimental film-making. Preference will be given to candidates with expertise in VR/AR, 180 and 360, drone photography, and other related areas. **(Further enquiries can be directed to email "scmdean@cityu.edu.hk").**
 - (2) Professor/Associate Professor/Assistant Professor (Business and Professional Communication) in the Department of English and Department of Marketing (Joint Appointment)** [Ref. B/264/00]
Duties : The appointee will teach subjects such as advertising, copywriting, promotional writing, public relations, and customer relationship management to undergraduates in both the Department of English and the Department of Marketing; supervise student internships and final-year projects; conduct research in an area relating to business and professional communication; identify opportunities for collaboration in teaching and research between two departments; and carry out service activities within both departments. The appointee will have the opportunity to join a team of highly productive and motivated scholars, and to teach and research across disciplinary borders.
Requirements : A PhD in disciplines related to business/business communication, with a strong research track record (relative to career stage) and broad university-level teaching experience. Preference will be given to candidates with work experience in roles involving public relations, advertising copy writing and other professional communication. For the post of Professor/Associate Professor, a substantial track record of research and publications in top journals, an active research programme, and high quality teaching are required. **(Further enquiries can be directed to email "diane.pecorari@cityu.edu.hk").**
 - (3) Graduate Teaching Assistant in the Department of Accountancy (Appointment for 12 months)** [Ref. B/R/825/00]
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 Master's degree/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. **(Further enquiries can be directed to email "achead@cityu.edu.hk").**
 - (4) Graduate Teaching Assistant in the Department of Management (Appointment for 12 months)** [Ref. B/R/826/00]
Duties : Assist in teaching (including evening and weekend teaching where necessary) and related duties (such as grading of student assignments, report writing, organizing student activities), and perform any other duties as assigned.
Requirements : A Master's degree/good honours degree with relevant teaching and professional experience. Excellent command of written and spoken English, and ability to work as a team member in a highly interdisciplinary environment are desired. **(Further enquiries can be directed to email "mgtony@cityu.edu.hk").**
 - (5) Graduate Teaching Assistant in the Department of Information Systems (Appointment for 12 months)** [Ref. B/R/823/00]
Duties : Teach tutorial/laboratory classes mainly at undergraduate (BBA) levels, in particular the large freshman classes in areas related to Information Management, e-Business and Business Programming with a strong emphasis on IT application in business; prepare teaching materials and design new courses independently; organize and assist in student activities; handle teaching-related administrative duties as assigned by Head, Associate Head, programme leaders and course leaders; and perform any other duties as assigned. Overtime work may be required.
Requirements : A PhD/Master's degree in Information Systems/Information Technology/Computer Science or related disciplines, preferably with at least 2 years' teaching experience at bachelor's degree level supported by teaching evaluation records. Good leadership and communication skills, ability to work independently, fluency in spoken English and Cantonese, and being passionate in student caring are required. **(Further enquiries can be directed to email "isjpyng@cityu.edu.hk").**

Salary and Conditions of Service
For posts (1) to (2), initial appointment will be made on a fixed-term contract. Remuneration package will be driven by market competitiveness and individual performance. Excellent fringe benefits include gratuity, leave, medical and dental schemes, and relocation assistance (where applicable). **For posts (3) to (5),** salary offered will be highly competitive, commensurate with qualifications and experience. Fringe benefits include leave, medical and dental consultations at the campus clinic.

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

To apply, please submit an online application at <http://jobs.cityu.edu.hk>, and include a current CV. **For post (1),** please also include the following: i) cover letter outlining creative vision, career trajectory, and where applicable, teaching philosophy, (ii) detailed CV (including information of all professional and research outputs), (iii) teaching evaluations if available, (iv) electronic/online copies (pdf) of two significant recent publications and/or online references of two significant recent creative works. **For posts (1) & (2),** nominations can be sent directly to the Department. 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 posts (1) & (2), Departments accept applications and nominations on a continuing basis until the positions are filled. The closing date is 11 May 2019 for posts (3) & (4) and 18 May 2019 for post (5). 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 55th, and 5th among top 50 universities under age 50 (QS survey 2019); 1st in Engineering/Technology/Computer Sciences in Hong Kong (ARWU survey 2016); and 2nd Business School in Asia-Pacific region (UT Dallas survey 2017).

YMCA of Hong Kong Christian College
港青基信書院

The YHKCC is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The college provides an international style education and offers both the Hong Kong and IGCSE / GCE A-level curricula. Approximately 70% of the students and 40% of the teachers are from international backgrounds. The college educates students in a multi-cultural environment based on strong Christian values.

We are now inviting applications from those who support our school's vision, mission and values for the following positions:

TEACHING POSITIONS:
PHYSICS TEACHER

- A degree in Physics
- PGDE or equivalent qualification
- Experienced in teaching GCE A-level and HKDSE Physics
- Willing and able to take the initiative to promote STEM education

MATHEMATICS TEACHING ASSISTANT

- PGDE or equivalent qualification an advantage
- Experience in classroom teaching / supervision a definite asset

AFTER-SCHOOL SPORTS COACHES / INSTRUCTORS

- Badminton, Basketball, Cheerleading, Cricket, Football, Handball, Hockey, Rugby, Swimming, Table-tennis, Taekwondo & Volleyball

AFTER-SCHOOL MUSIC TUTORS / CONDUCTORS

- Strings (violin, viola, cello, double bass)
- Woodwind (flute, clarinet, saxophone, oboe)
- Brass (trumpet, French horn, trombone, tuba)
- Acoustic & electric guitar
- Piano/ keyboard
- Chinese instruments (erhu, dizi, guzheng, liuqin, ruan)
- Choir Conductor

NON-TEACHING POSITION:
ACCOUNTS OFFICER

- University graduate with relevant qualification
- Good in both spoken and written English and Chinese
- Proficient in MS Office, DacEasy & MYOB
- Minimum 3 years' experience in accounting
- Experience of working in a school environment a definite asset
- Diligent and with pleasant personality
- Able to work independently and as part of a team

Please send a CV and covering letter with email addresses and phone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk or post to **2 Chung Yat Street, Tung Chung** by 18th May, 2019. Please state the position applied for on the envelope.

SKH Kei Hau Secondary School
Native-speaking English Teacher - NET

Applications are invited for the above post by an Aided Secondary School for 2019-2020.

- Descriptions**
- Possess a recognized bachelor's degree in English Language / English Literature / English Studies / Linguistics, major in English / Modern Language, major in English / Education
 - Possess a Post-graduate Diploma in TEFL / TESL
 - Have at least 2 years teaching experience in Hong Kong secondary schools is preferable
 - Provide support for students, including marking and after school classes
 - Proactive in supporting school plans and extra-curricular activities
 - Qualification requirements and remuneration package will be based on the EDB Enhanced NET Scheme

Enquiries
Interested parties please send a full resume with photo by 10 May 2019 to: The Principal, The IMC of SKH Kei Hau Secondary School, 5 Kai Tin Road, Lam Tin, Kowloon, H.K. OR Email to info@keihau.edu.hk

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

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.

Applicants 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.



Applications are invited for:-
Department of Chinese Language and Literature
(1) Professors / Associate Professors / Assistant Professors
(Ref. 190000R8) (Closing date: June 24, 2019)
The Department of Chinese Language and Literature is now inviting applications for posts of Professor / Associate Professor / Assistant Professor in the areas of Chinese linguistics and Chinese literature. Applicants specialized in Chinese linguistics will be in higher priority. Further information about the Department is available at <http://www.chi.cuhk.edu.hk/>. Applicants should have (i) a PhD degree in the relevant disciplines; (ii) a strong research background in areas that will contribute or add to the existing strengths of the Department ; (iii) a track record of scholarly research and publications as well as potential for research grant writing; and (iv) a strong commitment to excellence in teaching and scholarship. Successful candidates are expected to demonstrate a strong record of research accomplishments and a strong interest in teaching at undergraduate and postgraduate levels. Appointments will normally be made on contract basis for up to 3 years initially commencing August 2020, which, subject to performance and mutual agreement, may lead to longer-term appointment or substantiation later. Applicants should complete the online application form and upload the following: (i) full resume with a cover letter, (ii) abstracts of selected published papers, (iii) a research plan, (iv) evidence of teaching performance with a teaching statement, and (v) names and e-mail addresses of three referees to whom the applicant's consent has been given for their providing reference. For general inquiries, please contact the Department by email at chi-dapc@cuhk.edu.hk.

Department of Anatomical and Cellular Pathology
(2) Clinical Professional Consultant
(Ref. 190000V1)
Applicant should have (i) a medical qualification (approved for registration with The Medical Council of Hong Kong); (ii) a higher qualification (MRCPath/FRCPA/FRCPC/C)/Diploma of American Board of Pathology(AP)/FHKAM(Pathology)); (iii) at least six years' post-internship experience; and (iv) experience in medical teaching and clinical services in surgical pathology. Duties include (a) participating in related clinical activities; (b) providing guidance and consultation to trainees in the Department; (c) teaching undergraduate and postgraduate programmes; (d) planning and organizing professional educational activities. Appointment will initially be made on contract basis for up to two years, renewable subject to mutual agreement. For enquiries, please contact Prof. To Ka-Fai (e-mail: kfto@cuhk.edu.hk)

Office of Strategic Developments
(3) Head, Technology Integration and Application
(Ref. 190000U0) (Closing date: May 24, 2019)
Recent advances in biomedical sciences have led to unparalleled promises to patients suffering from otherwise untreatable diseases or disorders. New discoveries in the areas of regenerative medicine, cell therapies, microbiomes, genomics and a new generation of medical devices sparked dramatic improvement in medical successes in surgery, cancers, and even preventive diagnostics. To foster future innovation and maximizing the effectiveness of these revolutionary technologies, integration of these cross disciplinary techniques and technologies with a patient-centric approach will be critical. The Chinese University of Hong Kong (CUHK) is seeking a devoted professional to oversee strategic development in the integration of cross disciplinary technologies and their applications based on a patient-centric approach. Such integrated services may involve implementation of education, research and clinical practice, in cross disciplinary programs and initiatives in geographical regions beyond Hong Kong SAR, including, the Greater Bay Area, South East Asia, and overseas. Applicants should have (i) a postgraduate degree in Biomedical Sciences or Engineering; (ii) a minimum of eight years' relevant research and work experience in life science or medical industries, familiarity with regenerative medicine and its clinical services is essential; (iii) experience in university cross-disciplinary program implementation, expertise in regenerative medicine and patient services is essential; (iv) local and international network with medical school education system, pharmaceutical regulatory agencies and academia; (v) experience in working with/for biomedical institutions in the Mainland and familiarity with the Chinese medical system; (vi) experience in integrative technology applications in an NGO, government, hospital or academic institutions; (vii) excellent analytical skills, organization and interpersonal skills, mature personality and ability to work/collaborate with multiple local and international parties including government departments, academics, investors and enterprises; and (viii) excellent interdisciplinary communication skills and effective presentation abilities, excellent command of spoken and written English and Chinese and familiarity in writing official document. Reporting to Pro-Vice-Chancellor (Strategic Developments) and dotted line to Associate-Vice-President (Innovation and Enterprise) under the Pro-Vice-Chancellors/Vice-Presidents' Offices (PVCO), the appointee will be responsible for (a) taking part in formulating and implementing the short term and long term strategy for CUHK strategy development in education, research and public services; (b) soliciting support from internal and external stakeholders to support/facilitate building up of strong and sizable regenerative medicine discipline with high external visibility; (c) conducting due diligence analysis and co-ordinate with stakeholders to achieve the CUHK objectives in future development as well as cross-disciplinary business collaborations; (d) conducting the CUHK-related public activities and conferences especially on regenerative medicine and public services; and (e) performing any other duties as assigned by the Pro-Vice-Chancellor and/or his designate(s). Appointment will initially be made on contract basis for up to three years commencing as soon as possible, renewable subject to mutual agreement and performance.

Office of MBA and MiM Programmes
(4) Functional Manager (Career Management)
(Ref. 190000UC)
The CUHK Business School is a leading business school and a pioneer in business education in Hong Kong. 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, MAcc, EMBA, MPhil, PhD) with over 4,600 students, as well as executive education. It has one of the most extensive alumni networks in the region, with over 35,000 alumni around the world. Among all the master's programmes offered by the School, the full-time MBA is a highly selective programme 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. The CUHK Business School now seeks to appoint a high calibre candidate to the position of Functional Manager (Career Management). Applicants should (i) have an MBA or a Master's degree plus a minimum of ten years' post-degree work experience in Marketing, Customer Service, Relationship Management or related areas; (ii) have fluency in English, and ability to communicate in Putonghua is an advantage; (iii) have strong local and regional business networks and be a relationship builder, and be able to communicate effectively with external stakeholders; (iv) be self-motivated, result-oriented and work independently; (v) be a good team player and demonstrates strong ability to work across cultures; and (vi) possess substantial experience in talent acquisition and career development with considerable international experience. Working at flexible hours and travelling will be required. Reporting to the Director of MBA Programmes, the appointee will (a) initiate, develop and maintain good relationships with alumni, students and recruiters by planning and implementing engagement initiatives; (b) implement strategies to enhance career development of graduate students and recent graduates through, for example, career counselling/workshop/talks, internships, business consultancy projects, soft skills training, company talks, Alumni Mentorship Programmes, coaching programmes, etc. as appropriate; (c) lead business development through establishing strong and close liaisons with corporations and business partners to develop placement networks and opportunities in the region, especially mainland China, for graduate students and recent graduates; (d) help develop the career curriculum for the MBA Programmes; (e) work closely with the Marketing and Students Recruitment Team in screening and selection of MBA candidates; and (f) assist in managing the School's Graduate Career Centre. 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 in late May 2019, and will continue until the position is filled. Shortlisted candidates may be invited for informal discussions, on campus visits and interviews subsequently, as appropriate. The CUHK Business School is also known as the Faculty of Business Administration.

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

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

Hong Kong Nan 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. 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. Part-time Lecturers**
- Critical Thinking in Learning and Life
 - Buddhist Values
 - Globalization and its Impact
 - Putonghua
 - Community Service Learning
 - Fitness and Health
 - Multiculturalism and Diversity
 - Biological Advances and their Impact
 - Information Technology & Digital Media Application
 - Social Research Methods
 - Developing the Professional Self
 - Introduction to Ethical Values
 - Hong Kong Culture & Society
 - China in the Modern World
 - Chinese Philosophy: Roots and Relevance
 - Quantitative Reasoning
 - Food and Nutrition
 - The Challenge of Wealth Disparity
 - Climate Change: Challenges and Opportunities
 - Gender and Sexuality in Chinese Societies
 - Legal & Ethical Aspects of Social Work
 - Psychology and Life

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 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 Nan 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 2019 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)

Native English Teacher needed
Positions for kindergartens situated in **Hung Ho, Shatin, Tseung Kwan O, Tai Po & Yuen Long.**
Please fax CV to Deborah Int'l Pre-school attn: **Miss Wendy at 2217 7920** or email: recruit.deborah@gmail.com
Data collected will be used for recruitment purposes only.

Think International Kindergarten
Experienced Native Speaking Assistant English Teacher Wanted to teach 3 years old to start on Sept 1st 2019.
Candidate must enjoy being with children and look forward to training in ECE.
Resume can be sent to thinkkg_1c@think.edu.hk
Personal data collected will be used for recruitment purpose only.

EDUCATION



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

The University invites applications for the following posts:

ALUMNI AFFAIRS AND DEVELOPMENT OFFICE

(1) Senior Manager (Development - Major Gifts) (Ref. 19042611-IE)

The appointee will be required to (a) support Senior Management in raising major donations to support University's strategic development; (b) head the Section to help identify prospects, cultivate and engage major donors with Senior Management; (c) develop and compile donation proposals on projects; (d) support Senior Management in designing and implementing programmes and initiatives for major gifts; (e) maintain communication with major donors through effective media on achievements of the University; and (f) serve as secretary of and provide support to committees/working groups related to fundraising. The appointee may be required to work outside normal office hours.

Applicants should (a) have a recognised degree in a relevant discipline; (b) have proven managerial experience (normally not less than eight years) in communications, public relations, development and/or relationship marketing gained in sizeable organizations. Fundraising experience is an advantage; (c) have proven track record of compiling comprehensive marketing/development/fund raising proposals with excellent command of written English and Chinese with very good attention to details; (d) possess excellent communication skills in English and Chinese; preferably with proficiency in Putonghua; (e) be a good team player with excellent interpersonal and supervisory skills, strong planning and organizing abilities; (f) be highly motivated and result-oriented, and willing to work under tight schedules; and (g) have a good understanding of the business and commercial sectors, and preferably among the tertiary institutions in Hong Kong. Shortlisted candidates will be invited to sit for a written test.

(2) Section Head (Development – Programmes) (Ref. 19042612-IE)

The appointee will be required to (a) head the functions of raising funds to support the University's development through scholarships solicitation, fundraising programmes, and engagement events for existing and potential donors; (b) plan and organize various fundraising programmes including the major event of the year - the annual gala dinner; (c) design, promote and implement new fundraising programmes and initiatives; (d) solicit and engage donors proactively to solicit support for fundraising events and programmes; and (e) serve as secretary to the PolyU Foundation, and oversee the donation administration functions. The appointee may be required to work outside normal office hours.

Applicants should (a) have a recognised degree in a relevant discipline; (b) have proven managerial experience (normally not less than eight years) in event management, marketing, communications and development gained in sizeable organizations. Fundraising experience will be an advantage; (c) be a good team player with excellent interpersonal and supervisory skills, strong planning and organizing abilities; (d) be creative, highly motivated and result-oriented, and willing to work under tight schedules; (e) have excellent written and oral communication skills in English and Chinese, preferably with proficiency in Putonghua; and (f) have a good understanding of the business and commercial sectors, and preferably among the tertiary institutions in Hong Kong. Shortlisted candidates will be invited to sit for a written language proficiency test.

Remuneration and Conditions of Service

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

Application

Please send a completed application form to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be obtained via the above channels or downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 18 May 2019 until the positions are filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

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



GENERATIONS
CHRISTIAN EDUCATION



Small World Christian Kindergarten
Learning for Today • Learning for Tomorrow • Living for Eternity

Generations Christian Education is a not-for-profit organisation, with over 30 years at the forefront of Christian international education in Hong Kong, encompassing Small World Christian Kindergarten ("SWCK"), Norwegian International School ("NIS") (Kindergarten and Primary campuses), Island Christian Academy ("IslandCA"), and Small World (Generations) Playgroup. The organisation is dedicated to providing high quality English language international education based on sound faith-based foundations. Our schools nurture the whole child in an environment where each student is empowered to flourish academically, physically, spiritually, socially and emotionally.

We are looking for a dynamic, self-starter who is able to think outside-the-box and function cross-culturally in a 21st Century learning, growth mind-set environment to fill these roles. We offer a collaborative work environment where team players are valued and competitive compensation package that includes medical and dental benefits.

Full-Time Kindergarten Co-Teacher/Learning Assistant (Starting August 2019):

Key Responsibilities:

- Teaching and learning alongside children aged between 3 - 6
- Producing periodic assessments of children's development
- Working in collaboration with the respective team and specialist teachers
- Maintaining a safe and organised classroom

Requirements:

- Diploma or above in Early Childhood Education or related discipline
- Excellent written and verbal communication skill in English
- Energetic, enthusiastic and passionate about working with children
- Fresh graduates will also be considered
- Preference will be given to applicants permitted to work in Hong Kong

Full-Time Learning Support Assistant (Starting August 2019):

Requirements:

- A passion for working with students with additional needs
- Highly effective English communication skills
- Confidence, flexibility and resilience
- Experience in working with children with individual needs

In addition, those who possess the following qualities are preferred:

- Experience in working as a Learning Support Educational Assistant
- Experience in developing and implementing Individualised Education Plans
- Willingness to learn and to develop oneself

Please log on to <http://www.generations.edu.hk/working-with-us/current-openings/> to learn more about the position and to download the Staff Application Form and view the job descriptions. Applicants are required to complete and submit the Staff Application Form and required documents by **24 May 2019**.



hka 香學
HONG KONG ACADEMY

Primary School Co-Teacher (Starting August 2019)

Responsibilities:

- Support classroom teacher by working with small groups of students;
- Liaise with team, department and grade members with planning, assessment, parent and community contact;
- Respond to children's work and behaviors objectively;
- Assist development of classroom materials

Requirements:

- Previous Primary School teaching experience/qualifications (preferably in IBYPY);
- Excellent communication skills and problem solving skills;
- Has Initiative and a solid work ethic

Speech and Language Therapist (Maternity Cover) (Starting August 2019)

Responsibilities:

- Develops, maintains and reports on individualized educational plans;
- Coordinates the SLT programme, works with classroom teachers and supports the Child Study Team (CST);
- Provides information and consults with staff and parents regarding various disabilities and topics related to learner support;
- Oversees all aspects of Individualized Education Plan (IEP) Management: facilitate meetings, write I.E.P.s, and oversee implementation

Requirements:

- Graduate of Speech & Language Therapy Professional Programme; Minimum of B.S. in related field, experience as a teacher trainer
- 3-5 years experience in working with a variety of special needs in a school system and 2 years of overseas experience

Please visit our website at <http://www.hkacademy.edu.hk/> for more information. Kindly send your CV & references together to **Stephen Dare at recruitment@hkacademy.edu.hk**

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



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東華三院
Tung Wah Group of Hospitals

Applications are invited for the posts of

NATIVE-SPEAKING ENGLISH TEACHER (KINDERGARTEN)
(Ref: A2/NET/KG/SCMP) on a contract basis in the kindergartens managed by the Tung Wah Group of Hospitals in Aberdeen and Tuen Mun.

Requirements

Applicants must be native-speaking English teachers possessing the following qualifications:

(a) A recognized overseas or local university degree; **OR**

(b) a recognized Qualified Kindergarten Teacher qualification or equivalent; **AND**

(c) preferably with a recognized Certificate in Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) or equivalent.

Salary and Conditions of Service

The salary is subject to downward/upward adjustment or being frozen as determined by Tung Wah and/or as appropriate with reference to the civil service pay review. Other benefits include a 10% contract discretionary payment, medical services, dental scheme and rental discount for Tung Wah's residential properties.

Application Procedure

Please send your application letter (with full resume) or 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 20 May 2019**. 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 31 July 2019 may assume their applications unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER



Meaningful Work, Meaningful Life



專心營商 • 由東華開始

AUSTRALIAN INTERNATIONAL SCHOOL HONG KONG

Part-time Primary Visual Arts Teacher, Short Term Contract (0.4)

*Are you looking for a new challenge?
Do you want to work at the only Australian
International School in Hong Kong?*

AISHK is seeking a Primary Visual Arts Teacher for a part time, short term contract from 22 July 2019 to 12 December 2019.

Skills and requirements include:

- Tertiary qualifications appropriate to the specialisation of Visual Arts teaching
- Experienced and successful Primary Visual Arts teacher
- Applicants should be a permanent Hong Kong resident or possess a valid visa to work in Hong Kong and be registered to teach in Hong Kong



TO APPLY:

View the full Role Statement via the Careers section of the AISHK website:

aishk.edu.hk/employment-opportunities

Contract duration:
22 July 2019 to 12 December 2019

The School reserves the right to recruit at any stage during the selection process.

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

School Registration No: ED1/21627/95

Take the leap, accept the challenge, join us!



HK DRAGONS

Full-time 'Football Coach' Required

Youth/Senior Football Club in Lantau island

Applicants must have:

- Coaching license - Uefa A license
- Preferably Ex-professional player
- Current First Aid certificate
- Experience working with all ages
- Experience with 'Sports administrative duties'
- Strong English communication skills
- Experience in high pressure coaching situations

Interested parties please send C.V to greg@dragons.hk

HONG KONG JAPANESE SCHOOL (Happy Valley Campus - Primary Section)

We are looking to fill the following position from September 2019.

PRIMARY EFL TEACHER

Applicants should:

- Be a native English speaker with a degree from an accredited university
- Possess a CELTA, CELTYL, TESOL or equivalent
- Be comfortable teaching a range of year groups at primary level
- Be available from September 1st 2019

To apply for this position, please send your resume and a personalised cover letter to r-sykes@hkjs.edu.hk

The deadline for applications is **May 31st 2019**

Concordia International School

Candidates with B.Ed./PGDE are invited to apply for the following teaching positions for Gr. 7-12 in 2019-20:

- **English and ESL / Drama**
- **Chemistry, Biology and Science**
- **P. E. (Part-Time)**

Please apply to the Principal with full CV. Candidates who cannot attend an interview in Hong Kong in May need not apply in this round.

Email: office@concordiaintl.edu.hk
Address: 68 Begonia Road, Yau Yat Chuen, Kowloon, Hong Kong

Native English Teacher (full time)

The Methodist Church Hong Kong Wesley College

Job Highlights

- teach Language Arts from age 12 to 16
- organize English activities around campus
- One-Year Contract(start from 1st September 2019)

Job requirements:

- Native English Speakers
- Degree and/or teaching qualification such as TEFL, TESOL, and PGCE
- Drama teaching experience preferred

Interested parties please send your full resume with expected monthly salary

Job location:33 Siu Sai Wan Road, Chai Wan, HK

English Teachers

Pun U Association Wah Yan Primary School, a Catholic boys' school providing Jesuit education, invites applications for English Language Teaching posts at APSM rank, effective Sep 2019. Applicants must meet the EDB's appointment and language proficiency requirements, and should send application stating preferred professional duties with work plan, and a completed application form (puwy.edu.hk → careers) in an envelope on which the post applied is stated, to the Principal at **2 Pak Fuk Road, North Point** on or before **3 May 2019**.

香港李寶椿聯合世界書院



LI PO CHUN
UNITED WORLD COLLEGE
OF HONG KONG

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

The College is seeking to appoint the below from August 2019:

Experienced Part-time Student Counsellor

Job description of the position is placed on the College Website at <https://www.lpcuwc.edu.hk/about-us/lpcuwc/job-opportunities>.

Application including a full C.V., cover letter, expected hourly salary and the names, telephone and e-mail contacts of three referees should be e-mailed to job@lpcuwc.edu.hk.

Closing date for application:
Monday 13 May 2019
E-mail: job@lpcuwc.edu.hk

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

香港李寶椿聯合世界書院



LI PO CHUN
UNITED WORLD COLLEGE
OF HONG KONG

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

The College is seeking to appoint the below from August 2019:

- **Youth Welfare Coordinator**
- **Youth Welfare Assistant (Intern)**

Job description of the position is placed on the College Website at <https://www.lpcuwc.edu.hk/about-us/lpcuwc/job-opportunities>.

Application including a full C.V., cover letter, expected salary and the names, telephone and email contacts of three referees should be e-mailed to job@lpcuwc.edu.hk.

Closing date for application:
Monday 20 May 2019
E-mail: job@lpcuwc.edu.hk

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

TUTORS REQUIRED

We require experienced people to tutor IGCSE, A Level and IB: **PHYSICS, MATHS, SPANISH, HISTORY, CHEMISTRY, BIOLOGY, ENGLISH & ENGLISH LITERATURE, FRENCH, GERMAN, MANDARIN, ECONOMICS, BUSINESS STUDIES, PSYCHOLOGY, D&T, ART, IT, PE and MUSIC.** Also SAT and AP. We offer flexible working hours at high rates. Please contact us at tutortpartners@gmail.com with details of your CV. Personal data collected will be used for recruitment purposes only.



CLASSIFIED POST
INNOGEN VIDEO
COMPETITION

With rapid changes in the online advertising landscape, the growing importance of video content is undeniable. Video content is essential to building a successful brand, and can play important roles throughout the entire customer journey.

By joining this competition, you will learn how to create video content, and will be given the chance to create your very own recruitment video for Sun Life to compete for Championship and cash prizes.

Key Date: 2019

May 17 Student Enrollment Deadline	>	June 3 Contest Briefing & Team Building Workshop	>	July 31 Video Submission deadline	>	August 17 Award Presentation Ceremony
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Additional Workshops beneficial to competition:

- InnoGen Life Journey Workshop
- Video Shooting Workshop
- Video Clipping Workshop

Prize:

Champion	Cash prize of HK\$8,000 + Trophy
1 st Runner-up	Cash prize of HK\$5,000 + Trophy
2 nd Runner-up	Cash prize of HK\$3,000 + Trophy
Most Creative Award	Cash prize of HK\$3,000 + Trophy

All Participants

Certificate for each member + Opportunity to join the Sept - Nov Grow Internship Program 2019



Register now at <https://cp-innogen.com>

Organiser

Premium Partner

Supporting Partner









EDUCATION

OUR LADY OF THE ROSARY COLLEGE
(An Aided EMI Catholic Secondary School for Girls)

We invite applications for the following post commencing on 16/8/2019 (two-year contract):

Native-speaking English Teacher

- Teach English Language, drama and speaking
- Conduct English activities and organize overseas study tour
- Provide support to the English Department, including staff development and curriculum design
- Qualification requirements and remuneration package will be based on the EDB Enhanced NET Scheme

Please send application with full resume to the **Principal, Our Lady of the Rosary College, 22 Rose Street, Yau Yat Chuen, Kowloon** on or before 17/5/2019.

(All information collected will be used for recruitment purposes only.)

Native-speaking English Teacher

High-achieving, renowned private primary school is seeking a full time Native-speaking English Teacher.

- Be experienced in teaching synthetic phonics
- Be creative, enthusiastic and patient
- Able to work as part of a team
- Be experienced in teaching English to second language learners
- Have good communication skills and speak clearly
- Have good classroom management skills
- Commencing late August 2019

Interested parties, please send your CV with covering letter to **The Headmistress, Kowloon Tong School (Primary Section) NKIL 2721, Cumberland Road, Kowloon Tong**. Please write "NET application" on the envelope.

All data collected will be used for recruitment purposes only.

CNEC Christian College
EMI SUBSIDISED CO-ED SECONDARY SCHOOL

High caliber teachers are invited to apply for the following post (2019-2020):

Native - speaking English Teacher (NET)

Requirements

- Applicant should have a recognized degree and the qualifications required by the EDB for a NET
- Senior Form teaching experience is preferred

Salary will commensurate with qualification and experience.

Applicants are to send detailed resume to the **Principal, CNEC Christian College, 6 Lei Pui Street, Kwai Chung, N. T.**, by post or by email (school@cneccc.edu.hk) on or before **May 15, 2019**.

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

School-based NET

HHCKLA Buddhist Wisdom Primary School (Sheung Shui) is currently recruiting for the position of School-based NET commencing in September, 2019.

- experience in teaching phonics, reading and drama;
- help to organize and participate in extra-curricular activities;
- working hours: 30 hours per week;
- monthly salary: HK\$24,000 - \$27,000 (10 months from Sept. to Jun every year)

Please send full CV by email to school@wisdom.edu.hk or fax to **2668 0278**.

Information provided will be used for recruitment purpose only.

HEALTHCARE



香港浸信會醫院
Hong Kong Baptist Hospital

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.

1. Consultant Dermatologist

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Dermatology & Venereology
- Minimum 10 years of post graduation relevant clinical experience
- Fluency in Cantonese and English

2. Resident Consultant in Obstetrics & Gynaecology

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Obstetrics & Gynaecology
- Minimum 6 years of post graduation relevant clinical experience
- Fluency in Cantonese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbbh.org.hk or by fax to **2339 5769** on or before **11 May 2019**.

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



菲臘牙科醫院
The Prince Philip Dental Hospital

Hospital Dental Officer
(Oral and Maxillofacial Surgery)
[MPS Point 30-44, \$61,060-\$105,175]

Entry Requirements:

- (a) Registered in Hong Kong under the Dentists Registration Ordinance (Cap 156, Hong Kong Laws);
- (b) At least 3 years' post qualification experience (clinical experience gained from postgraduate studies will also be recognised);
- (c) Possess a valid practising certificate issued by The Dental Council of Hong Kong;
- (d) A member of a medical defence organisation such as the Medical Protection Society;
- (e) Possess an Irradiating Apparatus Licence; and
- (f) Good communication skills with a good command of spoken and written Chinese and English.

Candidates in possession of higher academic achievements and/or post-qualification professional experience will have a definite advantage. **Selected candidates may be employed by the Hospital on sessional basis subject to the approval by the Board on the arrangement.**

Major Duties:

- (a) Patient screening.
- (b) Supervising the screening of patients and treatments by Junior Hospital Dental Officers (JHDOs);
- (c) Delivering dental treatments and services related to teaching independently, including liaison with other clinical areas for patients requiring dental care.
- (d) Delivery of emergency treatments, patient care and provisional oral health education in particular for teaching of dental students and cases deemed too difficult for various reasons to be dealt with by undergraduate students or JHDOs.
- (e) Assisting in the delivery of teaching and research related activities in collaboration with the Faculty of Dentistry of the University of Hong Kong.
- (f) Any other duties as assigned by the Clinic Manager of the designated Clinic, Comptroller and Director.

Package: Five-day week, 18 days' annual leave and medical/ dental benefits. Successful candidate will be offered appointment at the entry point, MPS Point 30 [\$61,060] per month with a two-year contract which is renewable, subject to satisfactory performance. An end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Hospital's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.

To Apply: Applicants should send a **letter in English**, with the duly completed **Application Form** (downloadable from the Hospital's website www.pgpdh.org.hk) and **full résumé** indicating clearly their academic and vocational results to the **Hospital Administration (HR), The Prince Philip Dental Hospital, 34 Hospital Road, Sai Ying Pun, Hong Kong by 14 May 2019**. Applicants should mark clearly the Post title "Hospital Dental Officer (Oral and Maxillofacial Surgery)" on the envelope and the Application Form.

Enquiry: 2859 0335

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

Christian Alliance P.C.Lau Memorial International School

Christian Alliance P.C.Lau Memorial International School (School), is a non-profit making school wholly owned by Kowloon Tong Church of the Chinese Christian and Missionary Alliance (KTAC), invites applications for Community Relations, School Promotion and Marketing Officer who is responsible for all aspects of the marketing, public relations (PR) and communications requirements of the School. This will include assisting in the planning and delivery of various marketing activities as well as promoting the School's visual and PR image.

Community Relations, School Promotion and Marketing Officer

Job Specifications:

- Assist in the formulation of the annual Community Relation, School Promotion and Marketing Plan, and in the placement of advertising, for the School
- Deliver marketing campaigns which target the recruitment of pupils through advertising, events, personal contact, and other means as appropriate
- Coordinate and support admission process
- Help make arrangements for overseas recruitment missions of key staff as appropriate
- Take responsibility of reviewing the School website content
- Assist in the use of Social Media for the promotion of the school
- Achieve effective media coverage and ensuring that the School website is updated with the same
- Prepare for any in-house exhibitions or external events to promote the School
- Take responsibility of the design and procurement of signs, banners, and displays
- Assist in obtaining sponsorship for school activity
- Maintain and curate the stock of photographs and videos of the School for its promotion and PR
- Keep abreast of initiatives which are being developed by competitor schools, proposing new initiatives in response to the changing PR/marketing landscape

Requirements:

- Degree or Diploma holder in Public Relations and/or Marketing or related disciplines
- Experience of production or publications will be an advantage
- Experience in event management
- Good command of written and spoken English and Chinese
- Familiar with social media platforms and aware of the latest trends
- Creative mindset, able to work independently and under pressure
- Able to meet tight deadlines and schedule
- Able to build good working relationships with a wide variety of individuals at all levels
- Experience in international school field will be an advantage

Applicants should apply with full resume and expected salary by email to education@ktac.org or by mail to **KTAC, 134 Waterloo Road, Kowloon Tong, Kowloon (attn: Ms. Fong)** on or before 10 May 2019. Applicants who are not invited to an interview within three months may consider their applications unsuccessful.

All personal data collected will be kept in strict confidence and would only be used for recruitment purpose.



漢基國際學校
Chinese International School

Openings for August 2019
Secondary School
TEACHING FELLOWS:

Math
English
Science

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GENERAL



Rider Levett Bucknall

RESIDENT SITE STAFF required for the following post to work for construction project for Architectural Services Department

Contract No.	Project Title	Location of Project	Work Location
PI G517 & SS J507	Construction of a Swimming Pool Complex and Open Space in Area 107, Tin Shui Wai	Tin Shui Wai, New Territories	Site Office

Resident Assistant Clerical Officer (Labour Relations)

Minimum Qualification and Experience Requirements :-

- Level 2 or equivalent or above in five subjects in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or
- Level 2 / Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel); and
- full-time working experience on personnel management or human resources related duties and preferably with post-secondary certificate on personnel management or human resources

Remarks

- (i) The language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent shall be met.
- (ii) Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (iii) "Attained" in Applied Learning subjects (subject to a maximum 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.

The employment will be on contract basis for an initial period of twelve months. The employment may commence from July 2019. The tentative completion of piling works and superstructure works would be in the second quarter of 2020 and the third quarter of 2022 respectively.

Salary commensurate with qualifications. Please apply in strict confidence **on or before 10 May 2019** by post or e-mail enclosing full resume, copy of testimonial from previous employer, copy of Certificate qualification, present and expected salary to the HR & Personnel Department, 15/F Goldin Financial Global Centre, 17 Kai Cheung Road, Kowloon Bay, Hong Kong or e-mail to personnel@hk.rlb.com

All information received will be kept in strict confidence and only for employment-related purposes.

駐地盤人員是為以下由建築署轄下的建築工程項目工作而招聘的

合約編號	工程名稱	工程地點	工作地點
PI G517 & SS J507	天水圍107區泳池及休閒空間	天水圍, 新界	地盤辦公室

駐地盤助理文書主任 (勞資關係)

最低資格及最少工作經驗要求:-

- 香港中學文憑考試或同等學歷程度獲五科2級或以上, 或香港中學會考或同等學歷程度獲五科2級/E級或以上; 及
- 僅使用一般商業電腦軟件 (如文書處理及試算表軟件); 及
- 有全職人事 / 人力資源管理工作的相關經驗, 持有人事 / 人力資源管理專上教育證書優先

備註

- (i) 申請人須於香港中學文憑考試 / 香港中學會考或同等學歷程度考試獲中、英文的語文能力要求2級或以上
- (ii) 接納2007年以前, 中文科獲C級, 英文科 (課程乙) 獲E級, 與2007年及以後, 中文科獲3級及英文科(課程乙) 獲2級, 兩者在行政管理上是等同的
- (iii) 接納香港中學文憑考試中的應用學習科目 " 連標 " (兩個應用學習科目為上限) 及其他語言科目獲E級, 與新高中科目獲2級, 兩者成績是等同的

以合約形式聘用, 起初以12個月為期限, 並因應實際情況考慮延長合約期, 預計合約由2019年7月開始, 預計打樁工程及上蓋工程完工時間分別為2020年第二季及2022年第三季

薪金按申請人的學歷及工作經驗釐定。申請人可以於**2019年5月10日或之前**將個人履歷、工作及學歷證明副本, 連同現時及期望的薪金等資料郵寄到利比有限公司, 香港九龍九龍灣啟祥道17號高銀金融國際中心15樓, 人力資源及人事部, 或電郵到personnel@hk.rlb.com均可

所有收集回來的資料只作招聘用途, 絕對保密



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

Various Clusters

Resident Pharmacist
(Ref : Resdnt Pharm/HO1905001/11918)

Pay
HK\$45,852 to HK\$50,282 per month including Monthly Allowance

Job

1. Undergo a structured residency training program.
2. Perform professional duties appropriate to their level of competency to achieve desired health outcomes.
3. Assist Pharmacists to provide professional and clinical support to other health care professionals.
4. Assist Pharmacists to provide professional support in the development, implementation and maintenance of computerised pharmacy systems in various pharmacies.
5. Assist Pharmacists to provide support in all financial and procurement activities.

Requirements
A Certificate of Registration and a valid Practising Certificate issued by the Pharmacy and Poisons Board, Hong Kong.

Preferred Attributes / Exposure


1. Good communication skills.
2. Fluency in written English and Chinese as well as spoken English and Cantonese.
3. Knowledge in computer systems.

Remarks

1. Appointment will be on contract terms for a period of 2 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.
2. Pharmacy graduates who are expected to be registered with the Pharmacy and Poisons Board by August 2019 may also apply. If selected, their appointment will be subject to their having satisfied all the appointment requirements.
3. Required to work shifts or perform on-call duties.
4. The posting of the selected applicants will be decided by the Selection Committee and may be required to work in another work location to meet service needs of the HA.
5. Please submit application on-line together with full curriculum vitae and reference letter on or before **19 May 2019** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6336.

General Notes

1. **We support the employment of people with a disability.**
2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. Applicants who do not hear from us before 28 July 2019 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



香港浸信會醫院
Hong Kong Baptist Hospital

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.

1. School Principal
(Equivalent to Senior Nursing Officer Grade)

- PhD / Master's Degree in Nursing Education of Health Care or Health Science or related disciplines
- Registered Nurse (Nursing Council of Hong Kong) with valid practising certificate / Midwifery is preferable
- Over 15 years of continuous post registration clinical working experience with at least 8 years in management capacity and nursing teaching / education. Experience as a Senior Nurse Educator / Senior Nursing Officer is preferable
- Proven experience in teaching, developing in-service training and management
- Solid experience in writing policies, manuals and annual reports
- Excellent communication and influential skills, dynamic leadership with high calibre of team building
- Strong leadership qualities with highest level of integrity
- Proficient in both written and spoken Chinese and English

2. Assistant Manager (Quality & Safety)
(Equivalent to Nursing Officer Grade)

- Degree holder in Nursing or Health Care Management or equivalent; higher academic degree is desirable
- Registered Nurse (Nursing Council of Hong Kong) with valid practising certificate
- Minimum 6 years of relevant working experience in hospital with solid management experience
- Good experience in quality management with updated knowledge of regulatory and accreditation standards; experience in ACHS or other hospital accreditation will be an advantage
- Assist in planning, implementation, coordination and monitor hospital-wide quality improvement programmes and clinical audit & research
- Responsible for promoting quality & safety culture within the hospital, and conduct investigation and root cause analysis of incidents
- Strong communication, problem solving and analytical skills to organize and team work
- Proficiency in MS Office and data analysis
- Excellent command of written and spoken Chinese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbbh.org.hk or by fax to **2339 5769** on or before **24 May 2019**.

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

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ENGINEERING & TECHNOLOGY

Drainage Services Department

Contract No. DC/2014/01 – Castle Peak Road Trunk Sewer and Tuen Mun Village Sewerage

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration of the Contract No. DC/2014/01 involving construction of about 3 km of gravity trunk sewers, 1.3km of rising mains, 9.1 km of village sewers, 3 numbers of sewage pumping stations and the associated works in Siu Lam and Tuen Mun areas.

Assistant Resident Engineer Ref. No: ARE/11168/WUD

Candidates should have:

- Bachelor Degree from University or equivalent in an appropriate discipline, with formal training pre-approved by the appropriate professional institution/ institute; and
- at least 3 years' relevant post-qualification experience; or
- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with at least 5 years of relevant post-academic qualification experience in professional field and level.

***Resident Survey Officer(Quantity) Ref. No: RSO(E)/11169/WUD**

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline.

#Resident Works Supervisor II Ref. No: RWSII/11170/WUD

Candidates should have:

- Certificate from Construction Industry Council/ Hong Kong Institute of Construction/ Hong Kong Polytechnic University/ Polytechnic/ Hong Kong Institute of Vocational Education/ technical institute/ technical college or equivalent in an appropriate discipline.

***Resident Assistant Clerical Officer (Labour Relations) Ref. No: RACO(LR)/11171/WUD**

Candidates should have:

- Level 2 or equivalent or above in five subjects in HKDSEE or equivalent; or
- Level 2/ Grade E or above in five subjects in HKCEE or equivalent; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel); and
- Full time working experience on personnel management or human resources related duties and good job records; or
- Completion of a post-secondary certificate programme on human resources or personnel management.

*The language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE/ HKCEE or equivalent shall be met.

Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

Applicants may also consider to refer the other requirement of the above opening(s) stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

The candidates should have minimum academic/ professional qualification requirements of the above posts.

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

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 and contact numbers should be sent by **10 May 2019** 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 **site recruiter-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.

WSP (Asia) Limited has been appointed by the Highways Department as the consultant for **Provision of Barrier-free Access Facilities at Public Footbridges, Elevated Walkways and Subways**, which includes the retrofitting works and upgrading of existing access facilities for the disabled for footbridges, elevated walkways and subways either by the provision of ramps or lifts.

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

Resident Engineer, Civil (Job ID# 41270)

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline;
- Have relevant post-graduation practical training and /or experience in the relevant field.

If you meet the above job requirements, you are invited to present your application via our job application system. Please visit our WSP website at www.wsp.com. Click "PEOPLE & CAREERS", "EMPLOYMENT OPPORTUNITIES", "ASIA" and enter the Job ID# and then your resume stating your present & expected monthly basic salary and availability. OR post your resume quoting the Job ID# on the application and envelope to The Human Resources Department, WSP, Level 7, One Kowloon Building, 1 Wang Yuen Street, Kowloon Bay, Hong Kong on or before 18 May 2019.

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

PROPERTY & CONSTRUCTION

Drainage Services Department

Contract No. DC/2017/03

Upgrading of West Kowloon and Tsuen Wan Sewerage – Phase 1

Atkins China Limited invites applications for the following Resident Site Staff position. The works comprise construction and modification of dry weather flow interceptors in West Kowloon and Tsuen Wan. The works have commenced for substantial completion by mid-2021.

Resident Works Supervisor II (Ref No.: UWTS1_RWSII)

Candidates should have:

- (1) Certificate from a Construction Industry Council / Hong Kong Institute of Construction / Hong Kong Polytechnic / Polytechnic University, the Hong Kong Institute of Vocational Education or a technical institute / college or equivalent in an appropriate discipline; or
- (2) Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- (3) Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- (4) five years' experience as a skilled worker in appropriate discipline; and
- (5) Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

Remarks:

1. Applicants may also consider to refer the other requirement of the above opening(s) stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.
2. For the purpose of determination on whether to meet the language proficiency requirements for the technical and clerical ranks only, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese

Appointment will be made on contract term in accordance with the prevailing Government's conditions and terms applicable for Resident Site Staff. The incumbents will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

Interested candidates please email to recruit.rs@atkinsglobal.com (with relevant reference number) for on-line application on or before 25 May 2019.

Applications will be treated in confidence and collected personal data will be used for recruitment purposes only. Applicants not being invited for interview within 6 months may consider their applications unsuccessful.

Water Supplies Department

Contract No. 10/WSD/16

Construction of Pressure Management and District Metering Installations for the Fresh Water Distribution Systems of the Kowloon East and Sha Tin Major Supply Zones

The Hong Kong office of **BLACK & VEATCH** is now seeking applicants to fill the following site staff post for Contract No. 10/WSD/16 - Construction of Pressure Management and District Metering Installations for the Fresh Water Distribution Systems of the Kowloon East and Sha Tin Major Supply Zones. The works of the Contract include construction of the proposed Pressure Management Area chambers, District Metering Area chambers, critical pressure point chambers and all others chambers associated with pipeworks for the PMAs and DMAs for the fresh water distribution systems.

ASSISTANT RESIDENT ENGINEER (Ref: WIN/ARE/027/2019)

Candidates should have (a) degree from the university or equivalent in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute with at least 3 years' relevant post-qualification experience; or (b) degree from the university or equivalent in an appropriate discipline, with at least 5 years' post-academic qualification experience in the professional field and level.

The job requirement of the above position should be referred to the minimum qualification required and minimum experience listed in Appendix 7.4 of the Resident Site Staff Management Handbook.

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

The above position will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

We offer salary and benefits in accordance with the conditions of employment promulgated by the Government of the Hong Kong Special Administrative Region at the time of employment. Personal information contained in applications received will be used for employment-related purposes, and details of suitable candidates will be referred to the relevant Government Department for consideration. A copy of our Personal Information Collection Statement Pertaining to Recruitment will be supplied upon written request. Please send full resume stating earliest availability, present salary, contact telephone number and our reference code, and copies of qualification certificates and employment references to:

Human Resources Department
Black & Veatch Hong Kong Limited
43/F, AIA Kowloon Tower, 100 How Ming Street, Kwun Tong, Hong Kong,
or via fax: 2693 1231 or via email: career.hk@bv.com
Website: <https://www.bv.com>

GENERAL

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

Head, Research Office
(Ref : EM SEM/HO1904030/11917)

Office
Bureau Support, Strategy & Planning Division

Pay
HK\$183,726 to HK\$248,798 per month (including Monthly Allowance)

Job
The post-holder will be seconded to the Research Office, Food and Health Bureau (FHB), with major job duties including the following:

1. Provide leadership to a multi-disciplinary team of professionals comprising scientific reviewers, grant management staff, statisticians, research scientists, clinicians, economists and actuaries.
2. Steer development through interaction with senior academics and clinicians of the research agenda and thematic priorities.
3. Commission portfolios of research on priority areas to help inform policy formulation.
4. Undertake and oversee scientific review of research grant proposals.
5. Participate in works related to health policy initiatives.
6. Manage research funds proactively and implement review policy independently.

Requirements

1. Tertiary education with substantial management experience at senior level in health care services.
2. Possession of medical/healthcare administration qualification is a definite advantage.
3. Good knowledge of and relevant experience in the operation of public hospital system, public health and clinical services in Hong Kong and/ or overseas.
4. Strong leadership and commitment to driving changes.
5. Excellent interpersonal, communication and negotiation skills.
6. Analytical, innovative and committed to achieving strategic results.
7. Good command of written and spoken English and Chinese.

Preferred Attributes/Exposure

1. Preference will be given to experienced medical doctors with an interest in policy work and healthcare research.

Remarks

1. May be required to work in another work location to meet service needs of the HA.
2. The selected candidate is expected to undergo the fellowship training of Administrative Medicine organized by the Hong Kong College of Community Medicine.
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. Retiring / retired HA staff who wish to continue working for HA after their normal retirement may also apply. If selected, the terms and conditions of employment will be offered in accordance with prevailing policies of the Retired and Rehire Mechanism of HA.
5. Please submit application online on or before **8 May 2019** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 7828 or 2300 6553.

General Notes

1. We support the employment of people with a disability.
2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. Applicants who do not hear from us before 17 July 2019 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.

Valuation Surveying Graduate (Non-Civil Service Vacancy)

Salary: HK\$23,010 per month

Closing Date for Application: 10 May 2019

Tel. Enquiry: 2150 8823

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.

is appointed as the consultant by the Highways Department, the Government of Hong Kong Special Administrative Region for the Provision of Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways – Package 3 Contract 1.

Mannings (Asia) Consultants Limited is now seeking applications to fill the following site staff posts for the **Contract No. HY/2018/11 – Provision of Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways – Package 3 Contract 1.**

The Works under **Contract No. HY/2018/11** comprises the construction of eleven lifts for five existing footbridges and one existing subway in six locations located in Sha Tin District, Tai Po District, Tuen Mun District and Tsuen Wan District and the associated civil and geotechnical works, electrical and mechanical works, site investigation works, modification works for existing structures, road and drainage works, landscaping works, etc.

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

(1) RESIDENT ENGINEER (CIVIL) (Ref: N1119/RE(C)/01)

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline.

(2) RESIDENT ASSISTANT INSPECTOR OF WORKS (CIVIL) (Ref: N1119/RAIOW(C)/01)

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 3 years' relevant post-qualification experience; or
- At least 5 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or
- At least 3 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(3) RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: N1119/RWSI(C)/01)

Candidates should have:

- Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; or
- Completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- five years' experience as a skilled worker in appropriate discipline; and
- At least 3 years' relevant post-qualification experience; or
- At least 3 years' relevant experience as Resident Works Supervisor II or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(4) RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: N1119/RSSO(E)/01)

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 7 years' relevant post-qualification experience; or
- At least 7 years' relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(5) RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: N1119/RSSO(Q)/01)

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 7 years' relevant post-qualification experience; or
- At least 7 years' relevant experience as Resident Survey Officer (Quantity) or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(6) RESIDENT SENIOR TECHNICAL OFFICER (CIVIL) (Ref: N1119/RSTO(C)/01)

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 7 years' relevant post-qualification experience; or
- At least 7 years' relevant experience as Resident Technical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(7) RESIDENT ASSISTANT CLERICAL OFFICER (Ref: N1119/RACO/01)

Candidates should have:

- Attaining five subjects at Level 2 / Grade E or above in HKCEE or equivalent; or
- Attaining five subjects at Level 2 or equivalent or above in HKDSEE or equivalent.; and
- Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel)

(8) RESIDENT CLERICAL ASSISTANT (Ref: N1119/RCA/01)

Candidates should have:

- Completion of Secondary 4 with subjects studied including Mathematics, or eq.; and
- Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and
- knowledge in application of common business software (e.g. Microsoft Word and Excel)

Applicants may also consider to refer the other requirement of the above post(s) stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions. The possession of a Certified Worker Certificate (Confined Space) is an additional prerequisite for positions 2 and 3.

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

We offer salary commensurate with qualifications and experience. Please apply before **11 May 2019**, with full resume, availability, present salary, contact telephone number, email address, and quoting Reference Code to:

THE HUMAN RESOURCES MANAGER, MANNINGS (ASIA) CONSULTANTS LTD. 5TH FLOOR WINNING COMMERCIAL BUILDING, 46-48 HILLWOOD ROAD, TSIM SHA TSUI, KOWLOON, HONG KONG OR by e-mail to: hr@manningasia.com

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

CORPORATE & LEGAL

ENGINEERING & TECHNOLOGY

LEGAL OFFICER WANTED

Can earn up to USD\$10,000 monthly including BSD

Are you a holding law graduate credentials, and wondering if you really want to become only a Solicitor at Hong Kong OR gain international exposure with an International Firm and our multinational Clients? Then we have a vacancy for YOU. Indoctrination Training given, and this is a work from Home post and you must be ready for a lot of travel.

The Successful Candidate will ;
1) Have a home study with Strong WiFi, Laptop, colour printer, scanning equipment etc
2) Produce Diplomas of LLB & PCLL with transcripts
3) Hold a current passport and be available for travel.
4) Be very proactive and billing aggressive.
5) Be able to work unsupervised.

ONLY APPLICATIONS SUBMITTED BY EMAIL ARE CONSIDERED:

YOUR RESUME TO :
Seniorpartner@prolawinternational.com

PRO LAW INTERNATIONAL

One single step with us, you giant leap for YOU!

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BARANCO

QUAL

SINOTRAC

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Indian Curry and Tandoori Chef Manager
Waiter and Waitress Cleaner
Please send your resume to basmatil37@gmail.com

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Drainage Services Department

Contract No. DC/2018/02

Upgrading of Sewage Pumping Stations and Sewerage along Ting Kok Road

AECOM Asia Company Limited invites applications for the following Resident Site Staff (RSS) position(s) of a New Engineering Contract (NEC Option C) for upgrading of sewage pumping stations and sewerage along Ting Kok Road, Tai Po. The RSS team will be responsible for the contract administration and construction supervision of sewerage works including sewer laying, sewage pumping stations and associated pipeworks, etc.

*Resident Survey Officer (Engineering) Ref. No: RSO(E)/11172/WUD
*Resident Survey Officer (Quantity) Ref. No: RSO(Q)/11173/WUD
Candidates should have:
• Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ a Hong Kong Polytechnic University/ Polytechnic/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline.

*The language proficiency requirements of Level 2 Note or above in Chinese Language and English Language in HKDSEE/ HKCEE or equivalent shall be met.

Note: Attained 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.

Applicants may also refer to the other requirement(s) of the above opening(s) stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

The candidates should have minimum academic/ professional qualification requirements of the above posts.

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

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.

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by 17 May 2019 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.

AECOM

Civil Engineering and Development Department

Contracts No. CV/2016/07 and CV/2016/08

Queen's Hill Development – Road & Drainage Works and Sewage Pumping Station Works

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

*Resident Senior Survey Officer (Quantity) Ref. No: RSSO(Q)/11158/WUD
Candidates should have:
• Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / polytechnic or equivalent in an appropriate discipline; and
• At least 7 years' relevant post-qualification experience; or
• At least 7 years' relevant experience as Resident Survey Officer (Quantity) or equivalent in public works projects.

*The language proficiency requirements of Level 2 Note or above in Chinese Language and English Language in HKDSEE/ HKCEE or equivalent shall be met.

Note 1: Attained 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.

Applicants may also refer to equivalent academic qualification and experience stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

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

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 and contact numbers should be sent by 10 May 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.

GENERAL

Environmental Protection Department

Waste Facilities Project Engineer (Non-civil Service Vacancy)

Salary: HK\$70,735 per month

Closing Date for Application: 10 May 2019

Enquiry Tel.: 2872 1864

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.

ACGA

Deputy Secretary General

The Asian Corporate Governance Association (ACGA) is an independent, non-profit membership association based in Hong Kong and operating across the Asia-Pacific region. Since its founding in 1999, ACGA has built a reputation for the quality and independence of its comparative research on corporate governance in 12 major Asia-Pacific markets. This research also forms the basis for an extensive programme of advocacy aimed at addressing systemic regulatory challenges in different markets and educational events to support practical improvements in corporate governance. ACGA has an influential membership base of more than 110 global and regional pension funds, asset managers, blue-chip corporations, accounting and insurance firms, and other entities. Its investor members manage more than US\$30 trillion in assets globally.

ACGA is looking for an experienced professional to become its first Deputy Secretary General. This person will work closely with the Secretary General and Chief Operating Officer to understand all aspects of the Association's activities and operations, and will play a supporting role to both.

Key characteristics required for the position include:
• A strong interest and expertise in corporate governance, with a solid track record of research and practical achievements.
• Broad knowledge of different Asian economies and capital markets.
• Solid experience in general, project and financial management.
• The ability to communicate well in both written and spoken English (and ideally an Asian language), and an enjoyment of public speaking.
• Being at ease in operating across cultures and an ability to engage at a high level with financial regulators and companies.

Salary is commensurate with experience and negotiable. We also offer competitive benefits, including a bonus scheme, pension, medical, and annual leave. The position is based in Hong Kong and involves extensive travel.

Please send a cover letter before 20 May 2019 with a detailed resume, current and expected salary, to:
Mr. Jamie Allen
Secretary General
Asian Corporate Governance Association
18th Floor, Wilson House, 19-27 Wyndham Street, Central, Hong Kong
www.acga-asia.org
Or email to: jobs@acga-asia.org

We will respond only to serious applications meeting the criteria above and not to any sent in speculatively.

All information received will be kept in strict confidence and only used for employment-related purposes.

HONG KONG MONETARY AUTHORITY

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

Assistant Manager (Enforcement)

Key Responsibilities
• Man the Complaint Processing Centre hotline
• Handle and assess banking complaints, including conducting detailed investigation if considered necessary
• Interview complainants and other stakeholders, and to prepare interview statements if considered necessary
• Support other daily functions of the Complaint Processing Centre

Requirements
• University degree
• Experience in one or more of the following areas an advantage:
- handling of complaint hotline
- handling of banking complaints or complaints in related fields
- handling of work in relation to enforcement agency or regulatory authority such as investigation of misconduct, corruption offences, financial or money-laundering crimes relating to the financial industry
• Good interpersonal, communication, presentation and analytical skills
• Good command of both written and spoken English and Chinese

Analyst Programmer (Application Support)

Key Responsibilities
• Perform application programming based on the technical specification
• Perform system administration and application system support
• Liaise with external consultants or service providers to improve quality of services and resolve problems
• Assist in business requirement analysis, system analysis, and technical and database design

Requirements
• University degree in business information systems, information technology, computer science or related fields
• At least one year of relevant IT experience
• Solid programming experience and skills in SQL, PL/SQL, VB.Net, Java and XML
• Experience in Oracle database design and administration
• Understanding of trading and treasury management systems (e.g. Calypso, Murex or Simcorp), market data systems (e.g. Bloomberg) and SWIFT
• Knowledge of financial products (e.g. FX, money market and fixed income) an advantage
• A good team player with interpersonal and communication skills
• Good command of both written and spoken English and Chinese

Closing Date for Application: 11 May 2019.

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

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Policy Innovation and Co-ordination Office (Non-Civil Service Vacancies)

Are you interested in pursuing a career in public policy research and policy and project co-ordination? If your answer is “yes”, you may wish to consider joining the Policy Innovation and Co-ordination Office (PICO).

PICO is responsible for policy research and innovation, enhancing public participation in policy formulation, co-ordination of cross-bureau policies selected by the senior leadership of the Government, and provision of “first-stop and one-stop” project consultation and co-ordination services for innovative projects.

We are now recruiting for the following positions -

(a) Senior Policy and Project Co-ordination Officer
Salary: HK\$62,705-\$98,855 per month depending on qualifications and relevant working experience

(b) Policy and Project Co-ordination Officer
Salary: HK\$31,355-\$50,165 per month depending on qualifications and relevant working experience

Terms of appointment: non-civil service contract terms for 3 years

Closing date of application: 24 May 2019

Enquiry telephone: 2810 2380

For information about the posts and how to apply, please visit Civil Service Bureau website at <http://www.csb.gov.hk> or PICO website at <http://www.pico.gov.hk> or GovHK at <http://www.gov.hk>. You may also download “Government Vacancies” mobile application at Google Play or Apple App Store.

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GOVERNMENT

EDUCATION BUREAU
Non-Civil Service Vacancies

Professional Development and Training Division

Post(1): Project Coordinator (Teacher Administration)
EDB Job Code : EDB/PDT/130/19

Salary : \$27,340 per month (Gratuity: 10%) (Contract Period : Up to 7 May 2020)

Duties : (a) To assist in coordinating and overseeing the recruitment exercise for Native-speaking English Teachers (NETs), including publicity, logistic support, financial arrangements and liaison work with schools and candidates; (b) To assist in preparing and organising the local recruitment exercise for NETs, including arranging recruitment board chairperson, scheduling the interview timetable and contacting the applicants for interviews; (c) To administer the NET Schemes including processing applications for fringe benefits and salary assessment etc. ; (d) To work with the recruitment agencies commissioned for overseas NET recruitment exercise and monitor the recruitment situations; (e) To compile statistical/ progress reports on the recruitment and appointment situations for the NET scheme; (f) To assist in setting up and managing the NET database, updating the webpage of NET Administration Team and managing the Team's email account; (g) To assist in handling administrative matters related to records and information management; and (h) To perform any other duties as assigned.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 2 [see Note] or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (c) At least 4 years' post-degree full time relevant experience. Experience in human resource management or handling recruitment activities preferred; (d) Good command of both written and spoken English and Chinese; and (e) Proficiency in computer knowledge and skills, such as word-processing, spreadsheet, presentation software. Sound knowledge in database software preferred.

Special Education Division

Post(2): Project Officer (Educational Psychology Service/Kindergarten)
EDB Job Code : EDB/SE/132/19

Salary : \$25,940 per month (Contract Period : Up to 17 December 2019)

Duties : (a) To assist professionals of the Section in the development, implementation and evaluation of projects and programmes related to supporting students with diverse needs in kindergartens; (b) To coordinate and liaise with school personnel and other stakeholders concerned; (c) To assist in distributing, collecting, compiling, researching, updating and collating materials, data and returns; (d) To assist in logistics arrangement of seminars and event; and (e) To perform any other duties as assigned.

Entry Requirements : (a) A Hong Kong Bachelor's degree in Psychology, Counseling, Social Work or other relevant disciplines, or equivalent [see Remarks (i) and (ii)]; (b) A minimum of 2 years of relevant post-degree experience [see Remarks (iii)]; (c) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note]; (d) Working experience in educational projects and research preferred; (e) Good command of both spoken and written English and Chinese; (f) Good communication, interpersonal, analytical and organizational skills, ability to work independently and as a team; and (g) Candidates may be required to take a written test on the day of selection interview.

Remarks of Post(2):

(i) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.

(ii) 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)

(iii) Candidates should state the nature and relevancy of the post-qualification experience.

Quality Assurance & School-based Support Division

Post(3): Administrative Assistant [School-based Professional Support]
EDB Job Code : EDB/QASBS/131/19

Salary : \$23,625 per month (Gratuity : 10%)(Contract Period : 2 years)

Duties : (a) To provide administrative / secretarial support to regular and ad-hoc meetings of the Section; (b) To provide support in the administration of various projects, e.g. vetting of project reports, verifying financial statements, seeking approval from relevant authority for the acceptance of the service provided, processing payment, liaison with service providers in service delivery, processing reimbursement claims of expenses, etc.; (c) To assist in various selection interviews for the Section and to provide secretarial support and to handle all associated work; (d) To coordinate and provide logistics support to workshops/seminars/briefing sessions and assist in the allocation of school-based support services; (e) To provide general administration and procurement service at section level, and to assist section head in monitoring the expenditure of sectional expenses; (f) To assist in compiling various types of returns and to handle general enquiries from sections; and (g) To perform other administrative duties as required.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent [see Remarks (i)]; (b) Met the language proficiency requirements of Level 3[see Note] or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (c) Good command of Chinese and English; (d) At least 1 year's of post-degree working experience in administrative work, in government or education institutions preferred [see Remarks (iii)]; (e) Familiar with Chinese and English input methods and computer operations, such as word-processing, spreadsheet, presentation and database software preferred; and (f) Candidates may be required to take a practical or written test on the day of selection interview.

Remarks of Post(3):

(i) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a Master / PhD degree) should include details in their applications.

(ii) 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).

(iii) Candidates should state the nature and relevancy of the experience.

(iv) The normal working place is the office of the School-based Professional Support Section in Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories. It may also be required to work in other locations to be determined by the supervisor in the light of service needs.

Note:

For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Closing date of application :
Post(1): 17 May 2019
Post(2): 14 May 2019
Post(3): 10 May 2019

How to apply : You may obtain an application form [G.F. 340 (Rev.3/2013)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>). To apply, please send the completed application form to the address below **on or before the closing date for application**. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<http://www.csb.gov.hk>).

Address and Enquiry Telephone :
Post(1): Administration Section, Professional Development and Training Division, Education Bureau, 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel : 3509 7562)
Post(2): Educational Psychology Service (Kindergarten) Section, Education Bureau, Room 408, 4/F, Ha Kwai Chung Special Education Services Centre, 77 Lai Cho Road, Kwai Chung, New Territories (Tel : 3907 0962)
Post(3): Quality Assurance & School-based Support Division, Education Bureau, Room 1222, 12/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel : 2892 6509)

Working Family and Student Financial Assistance Agency
Student Finance Office
(Non-Civil Service Contract Vacancies)

Assistant Information Technology Officer (Application Development and Maintenance) (one-year contract)

Salary: HK\$ 31,985 per month

Entry Requirements:

(1) have a local degree or a higher diploma in IT-related disciplines, or equivalent; (2) possess good oral and written communication skills in both Chinese and English, with Grade "E" or above in both Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and for those sitting for HKCEE or Hong Kong Diploma of Secondary Education in 2007 or after, at Level 2 or above in Chinese Language and English Language; (3) possess at least 3 years' post-qualification IT working experience of which 1 year must be in a post with comparable capacity, including application development, maintenance, documentation and version control; (4) possess at least 1 year's post-qualification experience of application development on Oracle PL/SQL and Java EE (with JSF, EJB, JPA) with Git version control; (5) possess good customer service, inter-personal and analytical skills; (6) be responsible, self-motivated and enthusiastic; and (7) working experience with/in the government will be an advantage.

Supporting Documents: Applicants **must provide supporting documents** proving that they have attained the above-mentioned academic qualifications and working experience. Applications will not be considered if applicants fail to provide such supporting documents.

Address and Telephone Enquiry: Student Finance Office, 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attn: Administration Section Personnel Registry). For enquiries, please call 2110 2079.

How to Apply: Application forms [G.F.340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centres 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 application form, together with photocopies of academic/professional qualifications, relevant certificates, official transcripts of studies and employment proof (i.e. employment certificates and/or reference letters), should reach the Enquiry Address not later than 24 May 2019 (for submission by post, the postmark date on the envelope will be regarded as the date of submission). Please state "Application for Assistant Information Technology Officer (Application Development and Maintenance)" on the envelope. Please also affix sufficient postage for application submitted by post to avoid non-delivery of the application documents to the Enquiry Address due to insufficient postage. Applications which are late, not duly signed, incomplete / without the relevant supporting documents or submitted by fax/email will not be considered. Online application is not accepted. Applicants who are not invited for interview within 10 weeks from the closing date of application may assume that their applications are unsuccessful. The Working Family and Student Financial Assistance Agency is not obliged to inform individual applicants of unsuccessful applications.

Personal Information Collection Statement: The personal information submitted will be kept in strict confidence and will be used only for recruitment and other employment-related purposes. For details, please read the advertisement on the Civil Service Bureau's and the Student Finance Office's websites. The homepage addresses are stated below.

Closing Date for Application: 24 May 2019

(Detailed information of the post listed above is also posted on the website of the Student Finance Office: <http://www.wfsfaa.gov.hk/sfo/eng/index.htm> and the website of Civil Service Bureau: www.csb.gov.hk.)

GENERAL

Hengdali Watch Repair Co., Ltd.
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- 5 years management experience

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GENERAL



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elevate thought

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?

Circulation & Syndication Business

1. Assistant Manager, Customer Service
(Ref: CSB-AMCS)

Job Responsibilities:

- Assist the Customer Service Manager, overseeing the daily operation of CS team to ensure quality customer services are delivered and KPIs are met
- Forecast workload, arrange manpower and work schedule
- Handle and ensure customer complaints and cases are resolved effectively in line with company policies and procedures
- Improve productivity and service quality of the team through training and performance monitoring
- Ensure all documentation and manuals are up-to-date at all times
- Prepare call centre performance reports by collecting, analyzing, and summarizing data trends
- Support CS related projects, participate in system enhancement and UAT

Job Requirements:

- Degree holder preferred with minimum 5 years of working experience in customer services support with supervisory experience
- Proficient in written and spoken English, Cantonese and Putonghua
- Patient, attentive to details with good problem solving and organizing skills
- Working on shift is required (no overnight)

Finance

2. Senior Accounts Assistant
(Ref: FIN-SAA)

Job Responsibilities:

- Handle day-to-day debt collection and payment processing operations
- Check payment requisition for staff claims
- Follow payment and collection progress of customers by direct customer contacts through phone calls or emails
- Liaise with internal departments/customers to resolve the disputed billings and outstanding issues
- Prepare receivable journal entries and other accounting schedules to support the month-end closing
- Perform other duties and ad hoc assignments as required

Job Requirements:

- Diploma or above in Accounting
- Minimum 2-3 years of accounting related working experience, preferable in Account Receivable/Payable
- Proficient in MS office & Google-suit, knowledge of Oracle Finance is an added advantage
- Detail-minded, energetic, adaptable and sense of responsibilities
- Willing to learn and able to work under pressure
- Candidate with less experience or fresh graduate can be considered as Accounts Assistant

Recruitment Business

3. Account Manager / Senior Account Manager
(Ref: RCB-AM)

Job Responsibilities:

- Understand the recruitment needs of clients and propose customized solutions for CPjobs.com
- Sell event sponsorship to both B2B and B2C events
- Propose customized solutions to clients within the product range
- Retain and expand customer base in terms of revenue and usage
- Provide excellent pre-sales and after-sales service to clients

Job Requirements:

- Degree holder preferred with minimum 3 to 4 years working experience in sales or account servicing
- Energetic personality with customer service focus
- Positive attitude and strong drive to succeed
- Ability to perform under pressure and dynamic environment
- Preferably in HR related / recruitment industry
- Fluent English and Cantonese is a must; Mandarin is an asset

4. Digital Marketing Executive
(10 months contract)
(Ref: RCB-DME)

The go-to expert for all SEM-related topics and discussions, ie. best practices, product updates, platform troubleshooting, key optimization insights, recommendations etc.

Job Responsibilities:

- Responsible for day-to-day management of SEM campaigns
- Lead all SEM executions from keyword research, ad copy proposals, campaign executions, optimizations to reporting
- Understand metrics and KPIs of account and continually create, categorize and refine keyword lists & optimize SEM campaigns to drive incremental traffic and conversions while managing to a defined budget
- Responsible for effectively managing best practice by implementing strategies and performing the post-implementation analysis
- Collaborate with Marketing team to refine and improve keyword lists and to adjust the PPC marketing strategy to changes in the market as needed
- Review weekly & monthly reports and provide top-line insights for on-going reports and post-buy analysis
- Participate in periodical meetings and offer ideas and suggestions to improve and evolve optimizations

Job Requirements:

- Google AdWords Certification preferred
- Minimum 3 years marketing experience with in-depth, hands-on pay-per-click account management & bid management in Google & Bing Search platforms with a budget over 300K HKD a month
- Thorough understanding of pay-per-click campaigns using Google AdWords & Bing
- Creative, multi-tasking, organized, collaborative, detail-oriented with the ability to independently implement paid search optimization findings
- Strong written and verbal communication skills in Chinese (Cantonese) and English with the ability to present recommendations and suggestions for growth
- Candidate with both in-house and agency experience will be an added advantage

Work location for positions 1-4 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

Applications to Careers page scmp.com/careers

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



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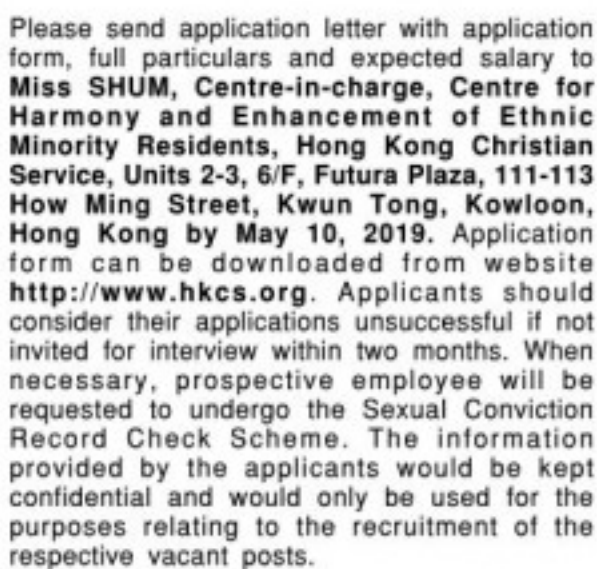
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