



AUTHENTIC LEADERSHIP

Authenticity rates high on the menu of Uber Eats

> SECTION 1



CAREER TRACKER

Keep up with latest corporate appointments

> SECTION 1



ORIENTATION PROGRAMME

Grasping the once-in-a-lifetime opportunity

> SECTION 1



香港保險業聯會
The Hong Kong Federation of Insurers

CHIEF EXECUTIVE

Established in 1988, the Hong Kong Federation of Insurers (HKFI) is an organization recognized by the Government of the HKSAR as the representative body of the insurance industry. Its mission is to promote insurance and help develop the industry for the benefit of the people and the economy of Hong Kong. The HKFI now invites applications for the position of Chief Executive.

Responsibilities

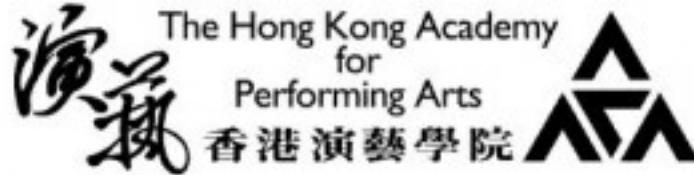
Reporting to the Governing Committee of the HKFI, the successful candidate will lead a high performing organization in accordance with visions and strategies of the Governing Committee and the committees of the constituent bodies. The successful candidate will develop and sustain close relationships with the Government, quasi-Government and other stakeholders to ensure that the HKFI acts effectively as a platform for engagement and progressive voice of the industry on any major issues affecting the insurance industry and the insuring public at large. The successful candidate should contribute to the strategic vision of the HKFI and ensure the successful delivery of its priorities and services. Regional and international exposures on major projects relating to Belt and Road Initiative, Greater Bay Area, IUMI, etc and ability to uphold the brand of HKFI locally and regionally will be advantageous. The successful candidate should promote public knowledge of insurance, foster public trust and confidence in our industry, maintain an effective system for communication among members, and coordinate the affairs and activities of the HKFI.

Requirements

The applicant should be a highly motivated and self-confident individual who has the ability and passion to represent and advocate for the industry. The applicant should also have relevant skills operating across a multi-stakeholder environment and leadership experience in fields of similar nature and complexity. The applicant should have at least 10 years of management experience, preferably in insurance while professional qualifications in insurance is preferred. The applicant should be a communicator and collaborator and an excellent command of written as well as spoken English and Chinese. Fluency in Putonghua will be a distinctive advantage.

Competitive package and other benefits will be offered to the right candidate. Please send your full resume, stating the present and expected salaries and earliest availability, either by mail to the **Selection Board of Hong Kong Federation of Insurers at 29/F, Sunshine Plaza, 353 Lockhart Road, Wanchai, Hong Kong** or via email to **Recruit_CE@hkfi.org.hk**.

(Personal data provided by applicants will be used only for recruitment purposes.)



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-focused 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 the entertainment and cultural industries. In addition to its Diploma, BFA and MFA programmes, and in recognition for today's and tomorrow's needs for top production crew by local and regional entertainment companies, the School also offers a one-year Fast-track Vocational Certificate with intensive courses in Lighting Technology, Sound Technology, Technical Theatre and Stage Management, Costume Making, Property Making and Scenic Painting.

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
Email: hro@hkapa.edu

Closing date for application is **31 August 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.)



Academic Registry*

Registrar
(Ref. 19080901-IE)

The Academic Registry is one of the key administrative units of the University providing quality support to the academic communities in the University and professional services to prospective and current students, graduates and academic colleagues on all matters related to academic studies, policies and regulations. For more information about the office, please visit its website at <http://www.polyu.edu.hk/as>.

Reporting to a Senior Management Executive at Vice President level or above, the appointee will assume overall management of the Academic Registry and be responsible for (a) supporting Senior Management in formulating, reviewing and implementing strategic plans and initiatives, academic rules and regulations, policies and procedures for the visionary and sustainable development of the University; (b) providing leadership in the management of all functions of the Academic Registry; (c) promoting a culture of innovation through provision of proactive and professional advice to Senior Management and the University community; (d) steering the deployment and enhancement of student-related IT projects and systems; (e) fostering and maintaining effective communication, networking, and collaboration with internal and external stakeholders for assurance of academic quality; (f) providing leadership and support to the team, and nurturing a harmonious environment for furthering professional staff development; (g) planning and managing resources; and (h) providing secretarial services to Senate and various University committees. Detailed post specification can be obtained from http://www.polyu.edu.hk/hro/job/en/external_adv/deans-heads.php.

Applicants should (a) have a recognised degree, with proven track record in academic management, quality assurance and student administration; (b) possess extensive relevant management experience at senior level, and sound knowledge of the global higher education environments; (c) have proven strategic thinking and planning abilities, and a strong commitment to driving change and achieving objectives in alignment with the University's Strategic Plans; (d) have demonstrated leadership qualities with excellent interpersonal, presentation, and people management skills; and (e) have effective communication skills and a good command of both written and spoken English.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.

Application and Nomination

The University invites applications and nominations for this appointment. Please send applications or nominations to **Ms Jenny Chung, Senior Client Partner, Korn Ferry, via email to Registrar-PolyU@kornferry.com or by mail to 15/F, St. George's Building, 2 Ice House Street, Central, Hong Kong. Consideration of applications and nominations will commence in September 2019 until the position is filled.** Further information can be obtained from Ms Jenny Chung by telephone at (852) 2971 2700 or by email at jenny.chung@kornferry.com. All enquiries, applications and nominations will be treated in strict confidence. The University reserves the right to make an appointment by invitation or not to fill the position. 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.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.

* The current Academic Secretariat will be renamed as Academic Registry with effect from the commencement of the academic year 2019/20, i.e. 2 September 2019.

www.polyu.edu.hk

Opening Minds • Shaping the Future



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

OFFICE OF STUDENT AFFAIRS

Assistant Director of Student Affairs (Administration and Head of Campus Life & Support) (PR0067/19-20)

With the mission to provide good quality whole person education to the younger generation of Hong Kong, the Office of Student Affairs of Hong Kong Baptist University is one of the key offices to facilitate the development of characters, leadership, social and psychological competencies of students, through providing proficient student services as well as cultivating an active learning campus environment.

The University is looking for a dynamic and innovative leader to assume the position of Assistant Director of Student Affairs.

Reporting directly to the Director of Student Affairs, the appointee will participate in the senior management team with the Office of Student Affairs to facilitate strategic planning, formulation and implementation of policies relevant to the whole person development of students, and assist the Director in overseeing administrative matters and in communication with students at all levels. He/She will also be responsible for serving committees, providing consultation and training to student leaders, engaging students in University's consultation and policy-formulation process, formulating policies and strategies of the development of student bodies, intervening and mediating crisis, handling student disciplinary cases, supervising external service providers, managing the Learning Commons and student amenities, as well as providing welfare and support to students including those with special educational needs.

Applicants should possess a good honors degree and preferably a postgraduate qualification in relevant discipline, extensive senior management experience, substantial knowledge in student affairs, and strong leadership with the ability to handle complex issues tactfully in a fast-changing environment. They should demonstrate excellent communication, interpersonal, problem-solving and negotiation skills, and be highly proficient in both written and spoken English and Chinese (Cantonese and Putonghua).

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

Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). Applicants not invited for interview 4 months after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://pers.hkbu.edu.hk/pics>.

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

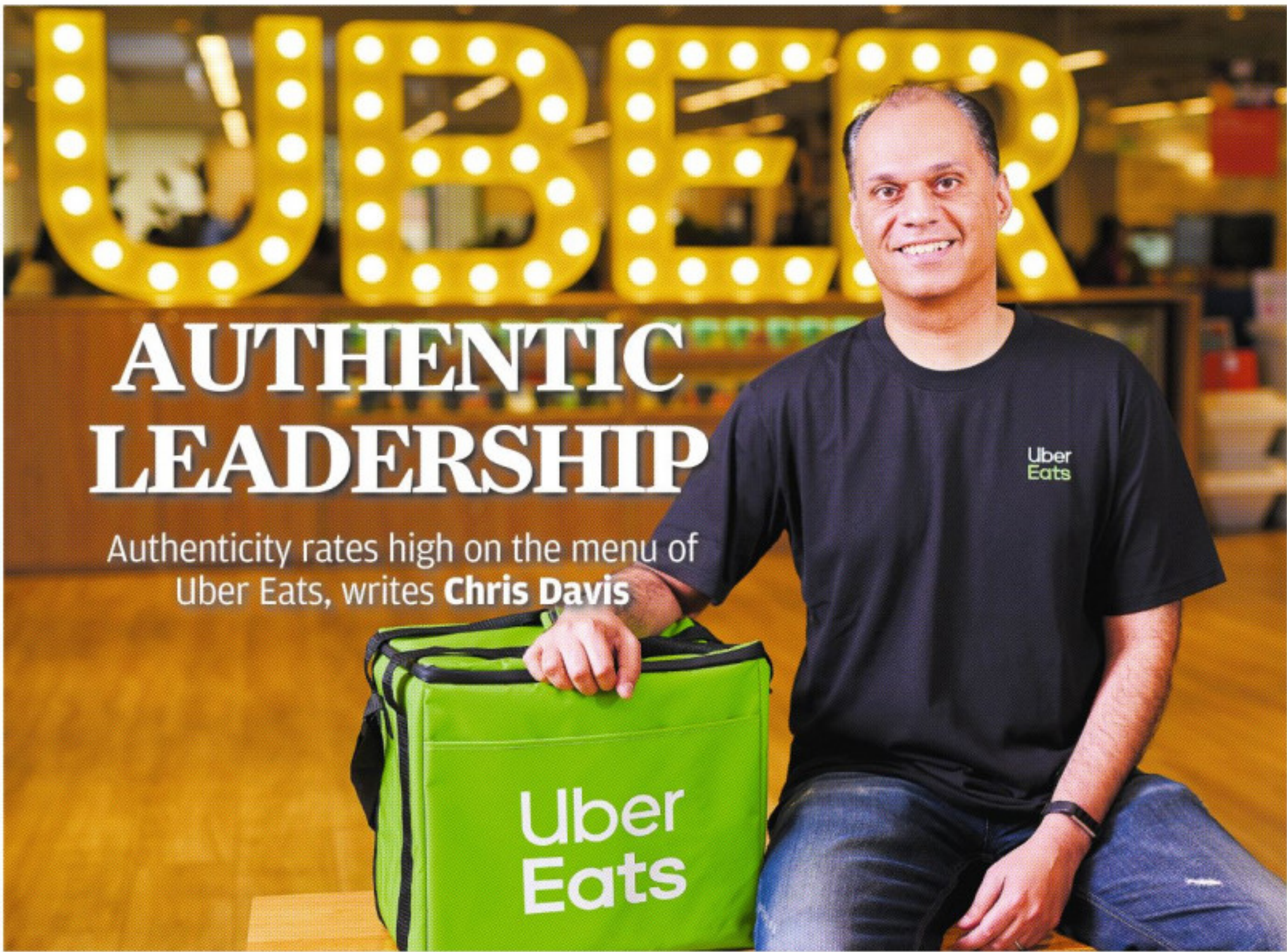
Closing date: 31 August 2019

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POWER PROFILE



HIGH-FLYERS

To Raj Beri, head of Asia Pacific for on-demand food delivery platform Uber Eats, being an authentic leader is not only key to achieving a strong sense of personal well-being, it is an essential ingredient necessary to unify leaders and teams with organisational mission. In his executive leadership capacity, however, equally important for Beri, is the drive to inspire a workplace culture where employees from across the organisation also feel comfortable bringing their authentic selves to work.

While “authenticity” has become a popular leadership buzz-term in recent years, to Beri, being authentic includes being immersed in the full spectrum of experiences the organisation offers. How, for example, an individual feels about the purpose of the work they do, the way that work and personal time integrate, the career opportunities available and what motivates individuals to do their best work. Beri points out by setting up employee resource groups — referred to by Uber as ERGs — designed to connect, empower and support employees, ideas emerge, which can be implemented to make working for Uber more fulfilling.

“Because of employee-led ERGs, some really good ideas have surfaced, which we have acted on,” says Beri who is the executive sponsor of the Women at Uber ERG. A notable example is a programme which enables females to reconnect smoothly to their career progression following maternity leave. Beri also credits health and wellness initiatives, comprehensive learning and development programmes and unlimited paid leave with creating a platform that supports authenticity.

After spending more than two decades building operational and leadership com-

petencies across different industry sectors, Beri says the authentic leadership qualities he ranks above others, is empathy and compassion. Beri defines empathy as the feeling of awareness towards other people’s emotions and an endeavour to understand how they feel. Compassion, on the other hand, is an emotional response that creates a desire to actively help.

Meanwhile, compared to his early tenure as a manager, Beri says that these days he spends most amount of time focusing on areas where he used to focus least amount of time. In particular, his management lens is focused on the people aspects of the business. “It all starts with bringing the right people into the organisation,” explains Beri. “The aim is to envisage what a complete team looks like,” he adds. To this end, he says it is important to be self-aware of strengths, weaknesses, blind spots and fill these gaps with talent that have the traits and skill-sets to consolidate the team. As a self-proclaimed “career switcher”, although he completed his bachelor’s degree in aerospace engineering at the University of Toronto and received his master’s in aerospace engineering from Arizona State University, his interests were distracted by opportunities outside the field of engineering. During the first decade of the new millennium, product design was one area he explored as well as working as a freelance music journalist. “Journalism was my springboard into tech,” says Beri. However, realising he needed to expand his toolbox of business knowledge, he completed an MBA at Wharton School at the University of Pennsylvania.

Later, Beri joined a digital consultancy company. His consultancy work led to the inquisitive “itch”, as Beri describes his next career incarnation, to become a tech entrepreneur in the travel industry. “The main lesson I learned is that it takes a lot of

passion and energy to take an idea from zero to one,” notes Beri. Looking for a new challenge that would have a wider impact on society, Beri and his wife had no hesitation in moving to India when the opportunity to join Uber Rides emerged. Although his family background is Indian, Beri spent his formative years in Toronto and most of his adult life in the US. Beri is savouring the opportunity of leading an organisation that has its business compass pointing towards the future.

Since his transition from head of Uber Rides India, where he was responsible for operations across multiple cities to head of Uber Eats, Asia Pacific just over 18 months ago, Beri has been leading a business which currently represents the second largest market globally for Uber Eats — plus the fastest growing market in terms of volume of deliveries. Since launching the Uber Eats app three and a half years ago, the business has grown to serve more than 500 cities in 36 countries across six continents. In Hong Kong, where the Uber Eats app platform was launched in 2016, the number of restaurant partners now tops more than 2,500. Partnerships not only include familiar global restaurant brands, but also local, family-run restaurants, which Uber refer to as “local heroes”.

Helping locally operated restaurants expand their businesses, says Beri, is one of the rewarding aspects of the partnership relationships. At the same time, as digital applications continue to influence lifestyle choices, he expects Asia Pacific’s “foody” cities like Hong Kong, to create opportunities for Uber Eats to move beyond the food delivery service to meet demand for the different ways that consumers want to experience and interact with food. A trend, which Beri says, will allow more consumers to enjoy authentic food experience.

Photo: Berton Chang

CAREER TRACKER



William Kung
Great Bay Bio
The biotechnology company announced the introduction of a new non-executive director, William Kung. Since June 2019, Kung has been responsible for establishment of investment funds in the asset management department of HeungKong Financial Group, and has led the Post Acquisition Management in consumer and technology industries.



Nick Kim
J.P. Morgan Asset Management (JPMAN)
JPMAN appointed Nick Kim as Exchange-Traded Fund (ETF) Specialist in the Asia Beta Strategies team. He will focus on bringing existing global ETF capabilities to Asian investors on a cross-border basis, as well as working with the broader team on strategic, long-term product development. He is based in Hong Kong and reports to Sean Cunningham, Head of Asia ETFs.



Alan Choi
RICS
Alan Choi, manager at Emperor International Holdings, has been appointed the new Chair of RICS Hong Kong Matrics Committee. Over the 24-month tenure, Choi will lead the Matrics Committee to promote the surveying profession, shape career initiatives, encourage leadership, and help young surveyors develop skills, and grow profiles and networks.

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NEWS BITS



UK pay growth for new staff hits more than two-year low in July
LONDON — Pay for permanent staff hired in Britain through recruitment agencies rose in July at the slowest rate since April 2017, according to a survey that suggested Brexit uncertainty continues to weigh on the labour market. The monthly report from the Recruitment and Employment Confederation and accountants KPMG also showed companies reduced the volume of new permanent staff for a fifth month running, albeit at a slower pace. *Reuters*



Australian Industry Group warns government of national skills shortage
SYDNEY — Australia’s peak industry body has urged the government to address the country’s “skills shortages” by reforming Vocational Education and Training Systems. Writing a letter to Prime Minister and the country’s State and Territory leaders, the Australian Industry Group’s chief executive Innes Willox warned that “75 percent of employers are experiencing difficulty in recruiting suitably qualified or skilled people into vacancies.” *Xinhua*



Morocco’s Q2 unemployment rate drops to 8.5%
RABAT — Morocco’s unemployment rate eased to 8.5% at the end of June from 9.1% percent a year earlier, the planning agency said, as heavy job losses in rural areas were offset by gains in urban centres. Cities created 132,000 jobs while rural areas shed 125,000 due to a lower agricultural activity. Farm incomes are volatile in the semi-arid north African country, hinging on rainfall levels. *Reuters*

Photos: Shutterstock

UPCOMING BUSINOLOGISTS

Turning a new page of our lives

University can be a conflicting experience. On one hand, it is a milestone that marks an important transition in our lives; on the other, blending in with peers and university culture can be a daunting challenge. Positioning ourselves in the right social circle that suits us in university is indeed vital to our success in this particular stage of life. Having a healthy social circle makes a world of difference to a freshman, bringing us rewards like excellent academic performance and happiness, to name a few.

University opens one’s world up to new friends. Taking up residence in a university hall is definitely one way to do so, while participating in clubs and societies are also

great options. Nonetheless, to begin our university life with new companions right off the bat, we will need some activities that are more packed and intense, so that we can quickly get to know other freshmen and seniors we will be studying with in the same campus in the coming few years. That is the reason why orientation programmes exist. Some may say that orientation programmes are events that bring joy to freshmen. We would like to take it to a new level by using Orientation Programmes as a platform to provide a seamless transition into the new page of their lives, and avoid the fear of being isolated in a new environment.

The abundance of well-designed games in the Orientation Programme of Business Association BEA HKUSU ensures that everybody will be in the right mood to mingle with their peers. We believe places with happiness are places with a lot of interactions. That is why we will hand-pick the most entertaining mass games or group activities favoured by youth. For instance, large scale water games and suspense detective games are two of the most popular activities in our Orientation Programme.

Besides, the Orientation Camp will not mark the end of the Orientation Programme as we will offer additional events as an extension of the programme.

High Table Dinner is one of our flagship post-Orientation Camp event. With guests from all walks of life, such as finance, consulting, private equity, technology etc., our events aim to provide freshmen with life-changing experiences involving interaction with influential leaders.

Freshmen can also grasp the opportunity to participate in a formal occasion while dressed up in the well-known green gown in Loke Yew Hall, one of the most iconic buildings of the University of Hong Kong (HKU).

Group leaders will organise meet-ups with freshmen after the end of the Orientation Programme. It is our tradition to provide guidance to freshmen as helping out junior fellows is one of the, if not the most, rewarding experience for seniors. Looking out for freshmen that we share awesome memories with is satisfying.

At the end of the day, what we can gain from the Orientation Programme is way more than the mere joy in the events. Our Orientation Programme is tailor-made for freshmen to foster life-long connections and relationships with their peers and seniors in the HKU. We will do whatever we can to strengthen the bond among college students studying in the Faculty of Business and Economics.

This is a once-in-a-lifetime opportunity that we cannot afford to miss. The



Photo: Shutterstock

Orientation Programme of Business Association BEA HKUSU is open for enrolment now. Let’s immerse ourselves

in the vibrant environment in the HKU and kick-start our college journey in style!

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.

Business Association, BEA HKUSU

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EDUCATION



LECTURER

(FILM/TV - INTERDISCIPLINARY PROJECTS AND PARTNERSHIPS)

The School of Film and Television offers major studies in Cinematography, Directing, Editing, Sound, Screenwriting and Production Administration. It is equipped to a high level with high definition (HD) video cameras, digital sound recording and digital post-production facilities for picture and sound editing, visual effects design and colour correction.

The postholder will report to the Dean of the School of Film and Television and will be responsible for the design and delivery of courses and modules where interdisciplinary or cross-disciplinary studies are required. The postholder will also be responsible for managing relevant interdisciplinary projects for the School of Film and Television; managing and developing collaborative projects and partnerships for the School which will include those with outside partners and alumni. He/She will have established excellent close connections with screen, creative and visual art industry representatives and events in Hong Kong, China and abroad. He/She will liaise with other schools and departments, support the work of a newly established Screen Production and Research Centre (SPARC) within the Academy, and beyond.

Applicants should have:

- (a) degree in a relevant discipline, or professional training to an equivalent level; an MFA or relevant Master's degree is an advantage;
- (b) significant professional experience in relevant screen and creative arts practice and research;
- (c) relevant teaching experience, preferably at tertiary level;
- (d) the ability to lead and manage projects;
- (e) good organizational and problem solving skills and experience managing tight deadlines;
- (f) experience communicating and presenting in a wide range of environments;
- (g) an excellent network of local and international screen and visual arts contacts; and
- (h) an excellent command of spoken and written English and 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. Starting salary will be commensurate with qualifications and experience. Subject to negotiation, the expected commencement date is September 2019.

APPLICATIONS

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

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

Closing date for application is **31 August 2019**. For further details about the Academy, please visit its website at www.hkapa.edu. Please quote the reference code **'L(IIP-FTV)'** on the application.

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



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

Assistant Professor in Aeronautical and Aviation Engineering

(Ref. 19073009)

The appointee will be required to (a) teach at undergraduate and postgraduate levels; (b) conduct research that leads to publications in top-tier refereed journals and awards of research grants; (c) undertake research, programme/ curriculum development and administration; (d) supervise student projects and theses; (e) engage in industrial and scholarly research/consultancy activities; and (f) undertake academic and departmental administrative duties.

Applicants should have (a) a PhD in the area of aerodynamics, aircraft design or relevant disciplines; (b) strong commitment to excellence in teaching and research; (c) good publication records; (d) good networking ability; and (e) excellent communication skills and the ability to use English as the medium of instruction.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at <http://www.polyu.edu.hk/hro/TC.htm>. 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 in August 2019 until the position is 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.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.

www.polyu.edu.hk

Opening Minds • Shaping the Future



KOREAN INTERNATIONAL SCHOOL
홍콩한국국제학교 韓國國際學校

Full time Secondary school science teacher

Korean International School is seeking a science teacher for our secondary school.

Role & Responsibilities:

- Teaching secondary students (Year 7 - 12) science subjects (Biology & Chemistry)
- Design customized lesson plans for students following course outlines
- Execute non-teaching duties such as preparing progress reports, developing and organizing teaching materials
- Assist Head of department and principal in carrying out and participate in academic-related projects
- Working days and hours: Mon. to Fri., 8:00am to 4:30pm

Requirements:

- Registered teacher in Hong Kong EDB
- Good communication and interpersonal skills - Responsible, well-organized, Stable and punctual
- Master or Doctorate degree holder preferred
- Must be able to work legally in Hong Kong

Salary : To be decided according to the applicant's work experience

How to Apply:

If you wish to be considered for this position, please send your detailed CV to (info@kis.edu.hk) on or before **18 August 2019**

All personal data collected will be used for recruitment purposes only and will be kept strictly confidential



HONG KONG ACADEMY

System Administrator

Responsibilities:

- Manage and maintain the school network infrastructure in accordance with best practice, international standards, data privacy and security guidelines.
- Maintain integrity of the network, server deployment and security.
- Administer and support core Microsoft, Cisco, Linux and VMware based infrastructure.
- Manage directory services.
- Maintain inventory and asset configuration documentation.
- Troubleshoot problems reported by users.

Requirements:

- Bachelor's degree in Computer Engineering, Computer Science or computer fields or equivalent experience.
- Minimum of 2 years' experience in server/network infrastructure and network security support.
- Experience with Cisco networking.
- Good understanding of networking technology and fundamentals; IP, VLANs, DHCP, DNS, OSI model, etc.
- Solid knowledge of Active Directory including Group Policy, ADFS, Management.
- Excellent communication in Cantonese and English.

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.



HONG KONG ACADEMY

Speech and Language Therapist

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

Learner Support Co-Teacher

(Primary and Secondary – Starting August 2019)

Responsibilities:

- Manage the learner support process with specific student(s);
- Collaborate with the Upper Primary & Secondary LS Teacher on the Child Study Team process to guide student(s) program;
- Provide direct instruction for students with disabilities;
- Work with classroom teachers through observation, strategy development and the CST process to meet the needs of individual students

Requirements:

- 3-5 years experience in working with a variety of special needs with children, and 2 years of overseas experience;
- Experience as a teacher leader in at least one area: Lead teacher, teacher trainer, or some experience in presenting

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 IBYP)
- Excellent communication skills and problem solving skills
- Has initiative and a solid work ethic

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.



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 College's vision, mission and values for the following positions:

TEACHING POSITIONS:

MATHEMATICS TEACHER

- A degree in Mathematics
- PGDE or equivalent qualification
- A creative and innovative teacher with a proven ability to teach both Junior and Senior Forms, up to HKDSE Level
- Previous experience in teaching IGCSE Mathematics, HKDSE Mathematics Extended Module 1 and/or Module 2 an advantage

CHINESE TEACHING ASSISTANT

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

TEACHING ASSISTANT FOR SEN SUPPORT

- Committed to assisting students to make positive progress in their learning
- Able to build professional caring relationships
- Kind, calm, patient and encouraging
- Experience in supporting students with specific learning difficulties an advantage

NON-TEACHING POSITION:

CAREERS & HIGHER EDUCATION ASSISTANT

- University graduate with relevant qualification
- Good in both spoken and written English and Chinese
- Assist in operation, logistics and administrative task in regards to Careers Centre
- Development and implementation of Careers Education especially in Junior Forms

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 14th August, 2019. Please state the position applied for on the envelope.



HONG KONG ACADEMY

CAMPUS MANAGER (PROJECTS)

The postholder is responsible to the Head of Campus Development and Sustainability. He/She will assist in supervision/co-ordination of construction projects and will also be responsible for consequential works to existing buildings and associated campus renovation/improvement works. Duties include liaison with end-users and government bodies, supervision of consultants and contractors, preparation of design drawings, working drawings and tender documents, contract administration of projects and monitoring of construction programmes.

Applicants should:

- (a) have a recognized professional degree in Architecture / Building Surveying / Quantity Surveying/ Electrical and Mechanical Engineering or related discipline with at least five years of relevant local experience;
- (b) have full/corporate membership of HKIA/HKIS/HKIE or equivalent required;
- (c) have experience with University and/or Government-funded projects in space and facilities planning will be advantageous;
- (d) have proficiency in the use of computer applications including AutoCAD;
- (e) be self-motivated and able to handle projects independently.

TERMS OF APPOINTMENT

Appointment will be made on a two-year contract, with possibility of renewal, subject to mutual agreement. A gratuity payment equal up to 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. Starting salary will be commensurate with qualifications and experience.

APPLICATIONS

Please apply in writing with full résumé, salary and copies of academic qualifications. Applications with reference code 'CamM(Pj)' clearly marked on the envelope should be sent to the **Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong, or email (hro@hkapa.edu) on or before 13 August 2019.**

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



DIOCESAN PREPARATORY SCHOOL (EMI, AIDED)

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

Full-Time English Teacher

- Registered teacher with a recognised university degree
- Language Proficiency Qualification
- DSE, HKCEE or HKAL results (or equivalent), transcripts/certificates and proof of accreditation for non-local degrees, special education needs training records

Please apply with full resume in English, copies of certificates and contact details to: **The Headteacher, Diocesan Preparatory School, 1 Chester Road, Kowloon Tong, Kowloon** by mail or by fax at 23367854 by **31st August 2019**. (Personal data collected will be used for recruitment purposes only)

BANKING & FINANCE



Erste Group Bank, Hong Kong Branch

Erste Group Bank AG, one of central Europe's largest banks is seeking to employ:

Manager Credit and Treasury Services

Requirements:

- Minimum of 5 years' experience in the Settlements department of a bank with knowledge of FX, money market, interest rate swap and bond settlements.
- Knowledge of SWIFT and Clearstream.
- Experience with Midas and loan administration preferable.
- Fluent in written and spoken English.

Responsibilities:

Reporting to the Senior Manager – Credit and Treasury Services the incumbent will have responsibility for:

- Settlement and confirmation of FX, money market, interest rate swap and bond transactions.
- Process payments using SWIFT / RTGS.
- Matching SWIFT confirmations.
- Monitor daily FX position and Nostro accounts.
- Assist with loan administration, including booking of loans and maintenance of lending files.
- Support Head of Credit and Treasury Services for other projects.

Remuneration:

We offer a competitive salary and benefits package with a good work / life balance. Interested parties should provide their resume either by mail or email to:

Executive Director - Financial Control & Operations
Erste Group Bank AG
308 – 313, 3rd Floor Far East Finance Centre,
16 Harcourt Road, Admiralty, Hong Kong
Email: HKrecruitment@erstegroup.com

**** Personal data collected for recruitment purpose only and will be used strictly in accordance with the bank's personal data policies, a copy of which will be provided upon request. ****

EDUCATION



HONG KONG ACADEMY

CHIEF INFORMATION OFFICER

In a city renowned for its international outlook and connections, the Hong Kong Academy for Performing Arts plays a unique and influential role in developing future generations of performing artists and practitioners in film & television and the 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.

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

Key Responsibilities and duties include:

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

Key Requirements:

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

- High level of managerial, leadership, communication, interpersonal and negotiation skills;
- A recognized university degree in Information Technology, Information Systems Management, Business Analytics and other related disciplines;
- At least 20 years of working years in the IT field and at least 10 years of highly successful and effective senior IT and IS management;
- Expert knowledge of Higher Education Administration as well as Enterprise Resource Planning (ERP) application systems in student administration, Finance and Accounting operations, Human Resources Administration; as well as Data Warehousing and Data Mining solutions in supporting operational, decision making and institutional research strategic positioning;
- Proven management experience of IT and IS services and projects;
- Demonstrable progressive experience of applying technology to academic environment; and
- IT/IS Technology as well as business savvy with an ambition to make a difference.

TERMS OF APPOINTMENT

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

APPLICATIONS

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

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

Closing date for application is **31 August 2019**. For further details about the Academy, please visit its website at www.hkapa.edu. Please quote the reference code 'CIO' on the application.

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



AUSTRALIAN INTERNATIONAL SCHOOL HONG KONG

AISHK is currently offering the following career opportunities:

Full Time Chinese Language Teacher (Putonghua)

Early Childhood and Primary Years
Contract commencement:
8 October, 2019 (dependent on availability)

Secondary Visual Arts Teacher

Full Time, Short Term Contract
Contract commencement:
Immediate availability preferred

TO APPLY:

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

aishk.edu.hk/employment-opportunities

Applicants should meet Hong Kong residency requirements. 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!

Native English Speaking Teacher

As a Direct Subsidy School pioneering in global education, we are expanding our language programmes and are inviting applications for the post of Native English-speaking Teacher. We offer high salary and annual bonus for the right person. Please apply to The Principal, St. Margaret's Co-educational English Secondary and Primary School, 33 Sham Mong Road, West Kowloon or by Email to recruitment@smcesps.edu.hk. Shortlisted candidates will be notified for interview. (Please quote the post in the application and on the envelope.) (Information submitted will be used for recruitment purpose only.)

Native English Teacher needed

Positions for kindergartens situated in **Hung Hom, 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.

The North Point Methodist Church Kindergarten

is looking for a **Native English Teacher.**

The working hours are 8:30am to 5:00pm Monday to Friday.

If you are interested, please email your application letter and CV to npmethodist_kg@yahoo.com.hk

Part-time Native English Teacher (NET)

Our school is looking for a part-time NET (Native English Teacher) to fulfill the following criteria:

- Native English speaker
- Degree and preferably TESL/TEFL qualification
- Experience in teaching reading and phonics to primary school students, preferably experience in teaching PLP-RW lessons

Interested parties please send your full resume to **The Principal, CCC Kei Faat Primary School (Yau Tong), 25 Yau Tong Road, Yau Tong, HK** or email kfpsytl@yahoo.com.hk

A Full-time Teacher
MATHEMATICS
(in English)

required by a Catholic Primary School for girls.

Kindly send the resume to
The Principal, 140 Leighton Road, Causeway Bay, Hong Kong (Primary Section)

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-
Department of Curriculum and Instruction
The Department of Curriculum and Instruction under the Faculty of Education is a dynamic centre in the Asia-Pacific region for teaching and research in the broad areas of curriculum and instruction. In addition to Faculty-based undergraduate teacher education, Postgraduate Diploma in Education, Master of Education, Doctor of Education and PhD programmes, the Department offers several Master of Arts programmes as well as research supervision across a range of subject areas.
(1) Professor in English Language Education
(Ref. 190001NR)
The Department now invites applications for Professor in English Language Education. Applicants should have (i) a relevant doctoral degree; (ii) substantial teaching, research and service experience in the context of higher education; (iii) achieved a high standing in the relevant research field, a strong record of publication and success in obtaining external research grants; (iv) demonstrated academic and international professional leadership; and (v) a commitment to excellence in teaching, scholarship and professional service. The appointee will (a) teach courses on the Faculty’s teacher education programmes; (b) undertake scholarly research and seek external competitive research grants; (c) conduct teaching practice supervision; and (d) supervise doctoral students.
(2) Professor / Associate Professor / Assistant Professor in Early Childhood Education
(Ref. 190001NR)
The Department now invites applications for Professor / Associate Professor / Assistant Professor in Early Childhood Education. Applicants should have (i) excellent academic qualifications including a relevant doctoral degree; (ii) a strong commitment to excellent teaching; and (iii) a track record of outstanding research and publications, as well as success in obtaining competitive research grants. To be considered for the rank of Professor / Associate Professor, applicants should have achieved a high standing in the relevant research field and demonstrated academic and international professional leadership. The appointee will (a) teach courses on the Faculty’s teacher education programmes; (b) undertake scholarly research and seek external competitive research grants; (c) conduct teaching practice supervision; and (d) supervise doctoral students.
For posts (1) and (2): Appointments will normally be made on contract basis for up to three years initially, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Substantive appointment can be considered for candidates with proven international academic standing and leadership, and an exceptional record of research and scholarship. Applicants should complete the online application form and upload a full curriculum vitae with the details of three referees. Review of applications will start on October 1, 2019. Applications will be accepted until the posts are filled.
Department of Fine Arts
(3) Associate Professor / Assistant Professor
(Ref. 190001P3) (Closing date: October 31, 2019)
The Department offers undergraduate and postgraduate programmes in studio art and art history. Its curriculum adopts an inclusive approach to Chinese art and culture – traditional, modern, international and contemporary, with particular emphasis on the connection between contemporary Chinese and Western art. Applicants should have (i) a relevant doctoral degree; (ii) related teaching experience at university level; (iii) a good track record of research or strong research capacity and potential; (iv) ability to teach a wide range of subjects and elective courses in the practice of Chinese painting, calligraphy and/or seal carving; and (v) ability to teach effectively in both English and Chinese. Expertise in contemporary Chinese art will be considered an advantage. Duties include (a) teaching; (b) conducting research and securing research grants; and (c) assisting in administration, course co-ordination and project development work as assigned. Appointment will normally be made on contract basis for up to three years initially commencing August 2020, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Review of applications will start immediately, and applications will be accepted until the post is filled. Applicants please upload the full resume with a cover letter, copies of academic credentials, publication list with abstracts of selected published papers, a research plan, a teaching statement, together with names and e-mail addresses of three referees to whom the applicant’s consent has been given for their providing reference (unless otherwise specified). For further information about the Department of Fine Arts, please visit: <http://finearts.arts.cuhk.edu.hk>.
Department of Anatomical and Cellular Pathology
(4) Associate Professor / Assistant Professor
(Ref. 190001NP)
Applicants should have (i) a PhD degree with post-doctoral training or working experience in the area of biomedical research or related disciplines; (ii) a strong interest in cancer research; (iii) good track record of research and publication in peer-reviewed scientific journals; (iv) a record of award of competitive research grants; and (v) strong motivation for a future independent career. The appointee is expected to (a) develop significant independent research projects; (b) participate in applications for external competitive research grant; (c) supervise postgraduate research students; and (d) perform other duties as assigned.
(5) Associate Professor / Assistant Professor (Clinical)
(Ref. 190001NM)
Application should have (i) a medical qualification (approved for full or limited registration with the Medical Council of Hong Kong); (ii) training in histopathology (Anatomical Pathology); (iii) a higher qualification (MRCPPath, FRCPA, FRCP(C), Diploma of American Board of Pathology (AP), or FHKAM(Pathology)); (iv) subspecialty experience in Anatomical Pathology; and (v) a significant track record of research and publication in Anatomical Pathology. The appointee is expected to contribute to teaching, research and service for the Department.
For posts (4) and (5): Appointments will normally be made on contract basis for up to three years initially, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later. Applicants should complete the on-line application form and upload the followings: (i) full resume; (ii) copies of academic credentials; and (iii) full publication list. Further information about the Department is available at <http://www.cuhk.edu.hk/med/acp>. For enquiries, please contact Professor To Ka Fai, Chairman of the Department (E-mail: ktfo@cuhk.edu.hk).
Office of MBA and MiM Programmes, CUHK Business School
(6) Administrative Director (Marketing and Student Recruitment)
(Ref. 190001OC)
The CUHK Business School, a leading business school and a pioneer in business education in Hong Kong, now seeks to appoint a high calibre candidate to the post of Administrative Director (Marketing and Student Recruitment). Since its establishment in Hong Kong in 1963, the CUHK Business School has gained world recognition of nurturing business leaders with immense contributions in Asia Pacific. The School has been offering a comprehensive range of undergraduate and postgraduate programmes (MBA, MSc, 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. On top of these two programmes, in the last couple of years, various departments/schools of the Faculty have launched specialised Masters Programmes, including the Master of Science in Management (MiM) programme. With a variety of background and academic interest, these students often have high expectations on application and admissions experience besides the learning experience and development during their journey of studies. Reporting to the Director of MBA Programmes, the Administrative Director (Marketing and Student Recruitment) is expected to supervise a specialised team in Communication, Marketing and Student Recruitment for MBA and MiM programmes, and to (a) oversee all content creation, including curating and sharing information, to reach and engage audience effectively via various recruitment marketing channels such as search engines, social media, mobile apps, emails, etc.; (b) develop and execute strategic marketing campaigns that are tracked and measured on all output while optimizing advertising spending; (c) generate a pipeline of qualified leads and actively convert them into applicants; (d) oversee/lead the team in developing and adopting a systematic approach to manage applicants’ journey while cultivating programme ambassadors to partner with; (e) manage technological infrastructure development of the programmes, including websites and CRM systems; (f) work closely with the Student Experience and Development Team in the screening and selection of candidates to ensure pre- and post-admissions experience is thoughtfully managed and well-aligned; (g) collaborate with Graduate Career Management Team on development of students societies, business competitions, student-led conferences, business practicums, career treks, etc.; and (h) oversee preparation of budgets and annual reports. The ideal candidate should have the following qualifications, skills and attributes (i) a Master’s degree, preferably an MBA; (ii) a minimum of twelve years’ post-degree work experience, including experience in marketing, admission/recruitment in tertiary education sector; (iii) be passionate about higher education and believe that education can equip business leaders to be more efficient and effective; (iv) have a gift for storytelling; (v) excellent interpersonal and verbal communication skills to interact and form lasting relationships with students, alumni and senior business leaders; and (vi) excellent written and verbal communication in English; good command of Chinese (in Cantonese and/or Putonghua) would be an advantage. Appointment will initially be made on contract basis for two years commencing as soon as possible, renewable subject to mutual agreement. Working at flexible hours and travelling will be required. Review of applications will begin in late August 2019, and will continue until the post is filled. Shortlisted candidates may be invited for informal discussions, on campus visits and interviews subsequently, as appropriate.
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>.

Young’s - Modern Language Education Centre
in Tsuen Wan (near MTR) is now looking for
Part-Time Native English Tutors
• Some weekdays and whole Saturday preferable
• Must be a Native English Speaker
• Experience teaching adults and children
• Expected Salary
Please send full CV and recent photo to
youngmlec@yahoo.com.hk

Native English Speaking Teachers for Nursery / Kindergartens (HK or GuangZhou,China)
Interested candidates, please email resume to jobs@cce.hk
Canaan Creative Education
Personal data collected for recruitment purpose only

Get ahead
Classified Post

HOTELS, CATERING & TOURISM

Curry Leaf Indian Cuisine is looking for
Indian Tandoori Cook
Requirements:
• Simple spoken English and Hindi preferred
• Simple reading and written English and Hindi preferred
• Primary 6
• 1 year of relevant experience
Working Location: Jordan
Working Hours: 9 hours per day 11am-3pm and 6pm-11pm (6 days per week)
Salary: **HK\$16,790 per month**
Interested parties, please call: **8100 0911** and email to info@curryleaf.hk

GENERAL

DEVELOPMENT BUREAU
(WORKS BRANCH)
(Non-Civil Service Vacancies)

- (1) Assistant Project Officer
(Salary: HK\$19,545 per month)
- (2) Project Architect
(Salary: HK\$65,300 per month)

Closing Date for Application:
15 August 2019 (6:00 p.m.)

Tel. Enquiry: 2655 0808

Please visit GovHK at <http://www.gov.hk> or the Development Bureau’s website at <http://www.devb.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store for information about the positions.



Lingnan嶺南大學
University 香港 Hong Kong

Lingnan University, a distinctive liberal arts institution in the Hong Kong Special Administrative Region, is committed to the provision of quality whole-person education by combining the best of Chinese and Western liberal arts traditions. It strives to pursue excellence in teaching, learning, scholarship and community engagement. With three academic Faculties, it offers a wide range of undergraduate degree programmes in arts, business and social sciences. Lingnan’s liberal arts education is characterised by a broad-based interdisciplinary curriculum with specialised disciplinary studies; close student-staff relationship; a vibrant residential campus; ample global learning opportunities; active community engagement and multifarious workplace experience. The University also offers postgraduate programmes up to doctoral level in various disciplines. Applications are now invited for the following post:

Internal Auditor
Office of Internal Audit

(Post Ref.: 19/218/S)

The appointee will be required to (a) perform the preliminary scoping work to formulate suitable audit procedures; (b) carry out operational, compliance and financial audits; (c) identify issues and draft the findings and recommendations throughout the fieldwork, and draft relevant sections of the audit report at the end of the fieldwork; (d) perform post-audit monitoring on a semi-annual basis to ensure that the management’s agreed actions are properly and timely implemented; and (e) carry out any other duties assigned by her/his supervisor or the Director of Internal Audit.

Requirements
Applicants should have (i) a recognized degree in relevant disciplines; (ii) at least eight years’ working experience in auditing, preferably with at least two years of experience in internal audit; (iii) good command of both written and spoken English and Chinese; and (iv) ability to work independently with strong interpersonal and analytical skills.

Shortlisted candidates will be invited to sit for a 30-minute written test.

Candidates with less/more experience will also be considered for appointment at a relevant rank.

Salary and Benefits
The rank and commencing salary will be commensurate with qualifications and experience. Fringe benefits, where applicable, include annual leave, medical and dental benefits, mandatory provident fund and gratuity.

Application Procedure
Applicants are invited to send a cover letter, a resume and a completed application form (Form R1 which is obtainable at <http://www.LN.edu.hk/hr/employment-opportunities/application-forms>) to the **Human Resources Office, Lingnan University, Tuen Mun, Hong Kong** by post or by email: recruit2@LN.edu.hk (as attachment in MS Word format). Please quote the reference number of the post in all correspondence. *Personal data collected will be used for recruitment purposes only.*

Review of applications will continue until the post is filled. Qualified candidates are advised to submit their applications early for consideration.

The University reserves the right not to make an appointment for the post advertised, or to fill the post by invitation or by search. We regret that only shortlisted candidates will be notified.



香港中文大學
The Chinese University of Hong Kong

Dean of the Faculty of Education
The Chinese University of Hong Kong (CUHK) now invites applications and nominations of distinguished scholars for the position of Dean of the Faculty of Education. Founded in 1963, CUHK is a forward-looking comprehensive research university with a global vision and a mission to combine tradition with modernity, and to bring together China and the West. The University is home to nearly 17,000 undergraduate and 3,600 postgraduate students from around the world. With a team of over 3,300 full-time teaching and research staff, the University offers a broad spectrum of programmes up to the PhD level in various disciplines across its eight Faculties (Arts, Business Administration, Education, Engineering, Law, Medicine, Science and Social Science). Further information about CUHK may be found online at <http://www.cuhk.edu.hk>. The CUHK Faculty of Education (<http://www.fed.cuhk.edu.hk>) was Hong Kong’s first faculty of education, and it has been a leading centre for teacher training in Hong Kong. It seeks to empower future education leaders with the latest in theory and practice, to innovate tools and pedagogies to facilitate learning, and to transform education to meet challenges in a rapidly changing society. The Faculty has about 130 full-time teaching and research staff, over 600 undergraduate and 1,600 postgraduate students across its 4 Departments and 1 Unit: Departments of Curriculum and Instruction, Educational Administration and Policy, Educational Psychology, Sports Science and Physical Education, and Physical Education Unit. In this search for the next Dean of the Faculty of Education, CUHK is seeking to identify someone who can provide transformative leadership for the Faculty, leveraging its academic strengths and deep networks among sector leaders in Hong Kong and Greater China to address local and regional challenges in education that will have a global impact.
The Role
The Faculty Dean will be a member of the University senior management team, reporting to the University Council via the Vice-Chancellor/President or the Provost. As the academic and executive head of the Faculty, the Dean will provide academic leadership and discharge administrative responsibilities in respect of academic and non-academic staff as well as financial and student matters. Candidates should have an excellent academic standing appropriate for appointment at the level of a full Professor in the Faculty. They should have an appreciation of the breadth of research/educational developments in the relevant fields and the range of intellectual interests represented in the Faculty, demonstrated capability of academic leadership and strategic management in higher education institutions, a long-term vision for the development of the Faculty, and excellent interpersonal and communication skills. Salary and benefits package for the position will be highly competitive, commensurate with qualifications and experience.
Applications and Nominations
We welcome applications of and nominations for qualified candidates for the position. Applications and nominations should be sent in strict confidence to the Search Committee for the Dean of the Faculty of Education, c/o Mr. Kieran Pollentine, Perrett Laver (email: Kieran.Pollentine@perrettlaver.com; tel: (852) 3702 6491). The University’s Personal Information Collection Statement will be provided upon request. All enquiries, applications and nominations will be treated in strict confidence. Consideration of applications/nominations will begin in September 2019 and will continue until the position is filled. The University reserves the right to fill the position by invitation.




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 programmes/courses.*

Tourism College and Tourism and Hotel School
✧ **Assistant Professor in Cultural and Creative Industry Studies (2 vacancies) – Ref. No. 012/AC/2019**
✧ **Lecturer in Cultural and Creative Industry Studies (1 vacancy) – Ref. No. 013/AC/2019**
should be able to teach and develop specific subjects/courses:
- in Tourism College: Introduction to Cultural Economics, Introduction to Performing Arts, Arts Administration and Management, Appreciation of Chinese and Western Arts, Performing Arts Marketing, Cultural and Creative Industry, Introduction to Cultural and Heritage Management, Museum Management and Curatorship, Practicum (Drawing), Cultural Event Planning and Management, etc.;
- in Tourism and Hotel School: Introduction to Cultural Economics, Art Administration & Management, Appreciation of Chinese and Western Arts, Introduction to Museum Studies, Art Event Management, Introduction to Visual Arts Industry, Visual Arts Marketing Channels, Art Gallery Operations Management, Visual Arts Marketing Operations, Introduction to Performing Arts, Performing Arts Marketing, Performing Arts Administration, Events and Production Management, Stage Management and Techniques, Concepts of Stage, Lighting and Sound Design, etc.
Tourism College
✧ **Assistant Professor in Computer and Management Information System (1 vacancy) – Ref. No. 014/AC/2019**
should be able to teach and develop specific subjects such as Management Information System, Computer Applications and Smart Technologies for Tourism.
✧ **Lecturer in Retail Management (2 vacancies) – Ref. No. 015/AC/2019**
should be able to teach and develop specific subjects such as Operations of Service Management, Principles of Retailing, Brand Management, Merchandise Management, Visual Merchandising and Store Design.
Requirements:
Assistant Professor: must have (1) at least a Master’s degree in the relevant area and (2) at least 4 years of full-time teaching experience as Lecturer
Lecturer: must have at least a Master’s degree in the relevant area
Candidates who do not meet the listed requirements above, or who do not upload supporting documents together with their applications (including graduation certificates, transcripts, service testimonials indicating positions and complete service durations with exact start dates and end dates issued by current/previous employers for the requirements) need not apply for the vacancies.
Application:
-For application details, please visit <https://www.ift.edu.mo/visitors/job-vacancies>.
-The selected candidates are expected to assume duty in late 2019.
-Final result name list will be announced on IFT website around late autumn 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 <https://www.ift.edu.mo/visitors/job-vacancies/job-vacancies-on-line-enquiry>
Application closes on 26 August 2019

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

**The Chinese University of Hong Kong Library
Assistant Librarian II (carrying the job title of ‘Research Services Librarian’)**
(Ref. 190001MK) (Closing date: August 23, 2019)

The Chinese University of Hong Kong (CUHK) Library is seeking a dynamic and innovative Research Services Librarian to join its Research Support & Digital Initiative Team. Research support services at the Library encompasses working with faculty to support their research needs, as well as providing training and services for the postgraduate students.

Applicants should have (i) a good Bachelor’s degree plus a postgraduate qualification in Librarianship and Information Science, or related discipline; (ii) a minimum of three years’ post-qualification experience or relevant experience working in a research library; (iii) a sound knowledge and understanding of the research and scholarly communication process; (iv) demonstrated ability to work collaboratively; and (v) an excellent written and oral communication skills. Experience in and knowledge of digital scholarship is desirable.

Reporting to the Head of Research Support & Digital Initiatives, the appointee will (a) participate in the Library’s research support services; (b) contribute substantively to the planning and implementation of programmes and projects; (c) work collaboratively to provide necessary resources, training, and consultation services related to the research lifecycle; (d) be assigned liaison responsibility in a subject discipline; and (e) undertake other duties and projects as assigned. Shift duty on evening and weekend is required. Appointment will initially be made on a contract basis for two years, renewable subject to mutual agreement.

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



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:

**Finance Office
General Clerk II (Ref. 190001NK) (Closing date: August 20, 2019)**

The appointee will be responsible for (a) performing general financial and management accounting operation; (b) monitoring budgets, processing disbursements, receipts and handling enquiries; (c) preparing financial statements and reports; (d) performing general clerical duties; (e) processing bank transactions and bank reconciliation; and (f) performing other duties as assigned.

Applicants should have (i) completed secondary education, preferably with an accounting background; (ii) Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B); OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese and English): Level 2 or above in NSS subjects, “Attained” or above in ApL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) fast and accurate Chinese and English word-processing skill; (iv) a good command of English and Chinese (including Putonghua); (v) good computer skills (experience in using SAP will be advantageous); (vi) a mature personality and the ability to as a team member; and (vii) the ability to work independently with a meticulous mind and the capability of working under pressure.

Applicants must submit copies of HKCEE/HKDSE certificates showing that they have fulfilled the language requirements and/or academic qualifications stated above, otherwise their applications may NOT be considered.

Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, renewable subject to good performance and mutual agreement.

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

GENERAL



Environmental Protection Department

**Project Officer
(Non-civil Service Vacancy)**

Salary: HK\$44,665 per month

Closing Date for Application:
23 August 2019

Enquiry Tel.: 2594 6428

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.

Innovation and Technology Bureau

**Executive Assistant
(Non-civil Service Vacancy)**

Salary: HK\$25,790 per month

Closing Date for Application:
15 August 2019

Telephone Enquiry: 3655 4754

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.



LANDS DEPARTMENT

**Estate Surveyor
(Civil Service Vacancy)**

Salary: Master Pay Scale Point 30 (HK\$61,060 per month) to Master Pay Scale Point 44 (HK\$105,175 per month)

Closing Date for Application: 26 August 2019

Tel. Enquiry: 2231 3202 / 2231 3182

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



香港房屋委員會
Hong Kong Housing Authority

**Landscape Architectural Graduate
(Temporary Training Vacancy)**

Training Honorarium:
\$23,010 per month

Closing Date for Application:
23 August 2019

Tel. Enquiry: 2761 7627

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



DUTY ZERO by cdf

CDF - LAGARDERE COMPANY LIMITED

Retail Adviser – Wine & Liquor
(Non-Cantonese speakers are welcome)

- Passion in retail customer service and sales
- Able to inspire international travelers with Wine & Liquor’s stories
- With wine & liquor knowledge and selling experience will be an advantage
- Strong at interpersonal skills and empathy
- A self-starter with high sense of initiative and responsibility
- Good spoken English. Able to speak Cantonese or Putonghua will be an asset
- With working right in Hong Kong
- Shift duties – 9-hour shift; range from 06:15am – 15:15 / 16:45 – 01:45

We offer

- 5-Day Work Week
- Bank Holidays
- Medical Scheme
- Commission scheme
- Transport Allowance (\$680-\$900)
- Night & Morning shift Allowance (\$40-\$350 per shift)
- Typhoon Allowance (2-3 times of daily salary)
- 12-17 days AL
- Paid Sick Leave
- Dental Scheme
- Fixed Monthly Allowance \$500

Interested parties, please send your full resume with expected salary to hr@cdf.com.hk /  whatsapp : 3913 2669



凱瑟克基金
Keswick Foundation Limited

Our mission is to support, nurture and promote non-profit organisations that address social needs in Hong Kong and mainland China. KF funds pilot projects and/or new services and long-term strategic initiatives. KF will also support projects that fill service gaps and address specific social needs.

Senior Project Manager / Project Manager

A qualified candidate to assist the Board and Directors in strategic planning and stakeholder engagement, vet new funding applications, monitor charity projects and liaise with NGOs.

Requirements

- University degree holder. Relevant advanced degree in related field a plus
- Five years relevant work experience, China experience is an asset and travel to mainland China is required
- Comprehensive knowledge of the social work field
- Excellent command of written and spoken English & Chinese; fluent in Mandarin
- Good interpersonal and analytical skills
- Able to handle projects independently
- Good IT knowledge
- Self-motivated, attention to details and good team spirit

Applicants with less experience will be considered for the position of Project Manager.

Please apply in writing with full resume and expected salary by email to **Ms Fanny Wong** (fannywong@keswickfoundation.org.hk). Information provided will only be used for recruitment related purpose.



RATING AND VALUATION
DEPARTMENT

**Valuation Surveyor
(Civil Service Vacancy)**

Salary Master Pay Scale Point 30 (\$61,060) to Master Pay Scale Point 44 (\$105,175) per month

Closing Date for Application:
16 August 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.



Governments of
Canada & Quebec

**Be the first
in town to reach
elite career seekers**

1. Agent(e) principal(e) à la prospection et à la promotion, Bureau d’immigration du Québec (BIQ)
2. Technicien en immigration, Bureau d’immigration du Québec (BIQ)
3. Human Resources Assistant, (Common Services Section)

The Consulate General of Canada in Hong Kong and Macao seeks high calibre candidates to fill the positions of 1. Agent(e) principal(e) à la prospection et à la promotion, 2. Technicien en immigration and 3. Human Resources Assistant. See www.hongkong.gc.ca under “Job Opportunities” for more information. Applications must be received by **23:59 Sunday, August 18, 2019 respectively**. Only candidates selected for further consideration will be contacted.

T : 2565 8822
E : classified@scmp.com

Classified Post

PROPERTY & CONSTRUCTION

The following site resident posts are required immediately for a renovation project in Happy Valley. Minimum qualification and requirements include :

1. Resident Clerk of Works

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent
- Member of the Hong Kong Institute of Clerks of Work preferable
- Six years’ relevant post-qualification experience
- Experience in residential projects and interior fitting out works
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent

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

2. Resident Building Services Inspector (RBSI)

- A Diploma or Higher Certificate in Building Services Engineering or Electrical Engineering or Mechanical Engineering from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent
- Experience in residential projects and interior fitting out works
- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent

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

- 8 years’ relevant experience including 4 years’ working experience in the capacity of Assistant Building Services Inspector, or equivalent.

Please send resume together with the expected salary to : phyllis.luk@mla-architects.com



MLA ARCHITECTS (HK) LTD

Classified Post

readers are confident,
competent and career-oriented

T : 2565 8822
E : classified@scmp.com

Classified Post



AGC

architecture
urban design
interior

DESIGN LTD
創智建築師有限公司

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

Clerk-of-Works

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

Employment for the above position will be on contract basis for an approximate period of 18 months commencing from October 2019 subject to the project requirements.

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

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

GENERAL



物業管理處監督局
PROPERTY MANAGEMENT
SERVICES AUTHORITY

Property Management Services Authority

The Property Management Services Authority (PMSA) is a statutory body established under the Property Management Services Ordinance (Cap. 626) and is tasked to regulate and promote the development of the property management industry.

For further details about PMSA, please visit its website at www.pmsahk.org.hk.

Chief Executive Officer (Ref. No.: PMSA-CEO-20/19)

Responsibilities
Reporting to the Authority, the appointee is responsible to initiate, lead and manage all works as assigned by the PMSA for its full operations. Leading the staff in executing PMSA’s statutory duties for implementation of the policy objectives and developing PMSA’s long-term and short-term strategic initiatives. The Chief Executive Officer should also ensure effective communication between the Board and the other stakeholders.

Requirements
The candidate should possess a recognised university degree (or equivalent) with a minimum of 20 years of relevant working experience, of which at least 10 years at senior management level, preferably in the public sector, regulatory or related fields. He/she should have distinguished administrative capability, leadership and communication skills, including a good command of written and spoken English and Chinese, knowledge of Putonghua is preferred.

Terms of Appointment
Remuneration will be commensurate with qualifications and experience. An initial 3-year contract will be offered to the successful candidate of the post. Future employment may be offered on renewable contracts subject to performance and staffing needs.

The PMSA is an equal opportunity employer and welcomes applications from all qualified candidates.

Application Procedure
A letter of application setting out in detail why the applicant considers himself or herself suitable for the position, together with a full curriculum vitae, quoting the corresponding job reference should be sent to Korn/Ferry International (HK) Ltd, 15/F, St George’s Building, 2 Ice House Street, Central, Hong Kong or by email to PMSA@KornFerry.com or facsimile at (852) 2810-1632. The closing date for application is **24 August 2019**. Recruitment will continue until the position is filled, preference will be given to applicants who apply before the aforesaid closing date. Applicants not invited for interview within 6 weeks from the closing date may consider their applications unsuccessful.

Personal data provided by job applicants will only be used for job application processing. All personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercise.



KORN FERRY

We shape a better world



Arup have been appointed as the consultant by the Drainage Services Department, the Government of the Hong Kong Special Administrative Region (HKSAR) for Harbour Area Treatment Scheme Stage 2A – Enhancement of Deodourisation System at Stonecutters Island Sewage Treatment Works contract.

We invite applications for the following resident site staff positions. The incumbent may be required to work irregular hours and the actual arrangement will be determined by their supervisors.

SENIOR RESIDENT ENGINEER (E&M) (Job Number: HON0000UX)

Qualifications & Experience required

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline or equivalent; AND
- At least 5 years of relevant post-qualification experience
- Relevant experience in contract administration of NEC ECC Contract will be an advantage

RESIDENT ENGINEER (CIVIL/SAFETY) (Job Number: HON0000UY)
RESIDENT ENGINEER (E&M) (Job Number: HON0000UZ)

Qualifications & Experience required

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline or equivalent
- Relevant experience in contract administration of NEC ECC Contract will be an advantage

ASSISTANT RESIDENT ENGINEER (CIVIL/SAFETY) (Job Number: HON0000V0)
ASSISTANT RESIDENT ENGINEER (DCS) (Job Number: HON0000V1)

Qualifications & Experience required

- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with formal training pre-approved by appropriate professional institution/institute and with at least 3 years of 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

ASSISTANT RESIDENT ENGINEER (E&M) (Job Number: HON0000V2)

Qualifications & Experience required

- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with formal training pre-approved by appropriate professional institution/institute and with at least 2 years of relevant post-qualification experience; OR
- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with at least 4 years of relevant post-academic qualification experience in professional field and level

RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Job Number: HON0000V3)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 7 years of relevant post-qualification experience; OR
- At least 7 years of 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

RESIDENT SURVEY OFFICER (QUANTITY) (Job Number: HON0000V4)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline

RESIDENT SURVEY OFFICER (ENGINEERING) (Job Number: HON0000V5)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline

RESIDENT SENIOR INSPECTOR OF WORKS (CIVIL/SAFETY)

(Job Number: HON0000V6)

RESIDENT SENIOR INSPECTOR OF WORKS (E&M) (Job Number: HON0000V7)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 13 years of relevant post-qualification experience; OR
- At least 5 years of relevant experience as Resident Inspector of Works or equivalent in public works projects or those projects listed in Section 4.5.2 of the RSS Management Handbook

RESIDENT INSPECTOR OF WORKS (DCS) (Job Number: HON0000V8)

RESIDENT INSPECTOR OF WORKS (E&M) (Job Number: HON0000V9)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 8 years of relevant post-qualification experience; OR
- At least 5 years of relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those projects listed in Section 4.5.2 of the RSS Management Handbook

RESIDENT ASSISTANT INSPECTOR OF WORKS (E&M) (Job Number: HON0000VA)

Qualifications & Experience required

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

RESIDENT TECHNICAL OFFICER (IT) (Job Number: HON0000VB)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline

RESIDENT WORKS SUPERVISOR I (CIVIL/SAFETY) (Job Number: HON0000VC)

Qualifications & Experience required

- Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute /Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; OR
- Completed a recognised technician apprenticeship in an appropriate discipline; OR
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; OR
- At least 5 years' experience as a skilled worker in an appropriate discipline; AND
- At least 3 years of relevant post-qualification experience; OR
- At least 3 years of relevant experience as Resident Works Supervisor II or equivalent in public works projects or those projects listed in Section 4.5.2 of the RSS Management Handbook; AND
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above

RESIDENT CLERICAL OFFICER (Job Number: HON0000VD)

Qualifications & Experience required

- Level 2 or equivalent ^(Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) ^(Note 2) or equivalent; OR
- Level 2 ^(Note 3) / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) (Note 2) or equivalent; AND
- Knowledge in application of common business software (e.g. Microsoft Word and Excel); AND
- At least 6 years of relevant post qualification experience; OR
- At least 6 years of relevant experience as Resident Assistant Clerical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS)

(Job Number: HON0000VE)

Qualifications & Experience required

- Level 2 or equivalent ^(Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) ^(Note 2) or equivalent; OR
- Level 2 ^(Note 3) / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) ^(Note 2) 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

Note: (1) For appointment purpose, "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
(2) The subjects may include Chinese Language and English Language.
(3) 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.

RESIDENT CLERICAL ASSISTANT (Job Number: HON0000VF)

Qualifications & Experience required

- Completed Form IV with subjects studied including Mathematics, 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)
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard or above

All of the above technical and clerical RSS ranks (except Resident Works Supervisor I and Resident Clerical Assistant) should have 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 Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Appointment will be made on contract term in accordance with the prevailing government's terms and conditions.

For interested applicants, please apply online via our career website at http://www.arup.com/Careers/Experienced_Hires/ApplyForAJob and search above Job Numbers on or before 23 August 2019.

Personal data collected will be used for recruitment purpose only.

Candidates who are selected for interview will normally receive an invitation within eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.



ENGINEERING & TECHNOLOGY



Civil Engineering and Development Department

Widening of Tai Po Road (Sha Tin Section) – Design and Construction

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration and construction supervision for the Road Widening and Retrofitting Noise Barriers on Tai Po Road (Sha Tin Section) (TPR-ST). The works to be supervised by this team comprise (i) the road widening works of TPR-ST of about 1.1 kilometers between Sha Tin Rural Committee Road (STRCR) near Sha Tin Plaza and Fo Tan Road near Ma Wo House of Wo Che Estate from dual two-lane to dual three-lane; modification of the existing diamond interchange at TPR-ST / STRCR and existing footbridges; installation of noise mitigation measures between Citylink Plaza and Mei Wo House of Wo Che Estate and (ii) Retrofitting of noise barriers along TPR-ST between Citylink Plaza and Scenery Court and between Mei Wo House of Wo Che Estate and Fo Tan Road.

Resident Assistant Clerical Officer (Labour Relation) Ref. No: RACO/LR/11302/TRA

Candidates should have:

- Level 2 or equivalent^(Note 1) or above in five subjects in HKDSEE or equivalent; or
- Level 2^(Note 2) / Grade E or above in five subjects in HKCEE 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).
- Full-time working experience on personnel management or human resources related duties; or
- With post-secondary certificate on personnel management or human resources.

*The language proficiency requirements of Level 2^(Note 2) or above in Chinese Language and English Language in HKDSEE/ HKCEE or equivalent.

Note 1: "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.

Note 2: 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 2007 HKCEE are henceforth.

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

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.

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 **23 August 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 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.



Civil Engineering and Development Department

(i) Contract No. YL/2018/03

Development of Lok Ma Chau Loop: Main Works Package 1 – Special Site Investigation Works (In-situ Trial of Sediment Treatment Works in Shenzhen River) and Laboratory Testing &

(ii) Contract No. YL/2019/01

Development of Lok Ma Chau Loop: Main Works Package 1 Sub-package B – Ground Investigation and Laboratory Testing

AECOM Asia Company Limited has been commissioned by the Civil Engineering and Development Department to undertake the captioned Contracts to supervise the works. The works include (i) riverbed survey and in-situ trials of bioremediation for sediment treatment within Shenzhen River and associated laboratory testing and (ii) ground investigation and laboratory testing.

Resident Engineer (Civil) Ref. No: RE(CY)11303/TRA

Candidates should have:

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

Assistant Resident Engineer (Civil) Ref. No: ARE(CY)11304/TRA

Candidates should have:

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

*Resident Survey Officer (Quantity) Ref. No: RSO(QY)11305/TRA

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 / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline.

#Resident Works Supervisor I Ref. No: RWSI/11306/TRA

Candidates should have:

- Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate; and
- At least 3 years' relevant post-qualification experience; or at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects.

##Resident Clerical Assistant Ref. No: RCA/11307/TRA

Candidates should have:

- Completion of Secondary 4 with subjects studied including Mathematics, 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).

*The language proficiency requirements of Level 2 Note 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.

Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard or above.

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) 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 **23 August 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.

Be the first in town to reach elite career seekers




Using analytics to connect you with quality jobseekers.

Call us now at **2680 8866** Email: advertise@cpjobs.com

T: 2565 8822
E: classified@scmp.com

HEALTHCARE



醫院管理局

HOSPITAL AUTHORITY

Vision

• Healthy People
• Happy Staff
• Trusted by the Community

Mission

• Helping People
• Stay Healthy

Values

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

Associate Consultant (Nuclear Medicine)

(Ref: AC/HO1908001/11932)

Office

Hong Kong West Cluster (HKWC)
Kowloon Central Cluster (KCC)

Pay

HK\$143,102 to HK\$164,869 per month (including Monthly Allowance).

Job

1. Provide specialist services.

2. Supervise Residents undergoing specialist training.

3. Undertake administrative work.

4. Undergo continuing medical education and professional development.

Requirements

1. A qualification registrable in Hong Kong under the Medical Registration Ordinance; and

2. Fellow of Hong Kong Academy of Medicine (Radiology) or equivalent; and

3. Registered in the Specialist Register in the relevant specialty of the Medical Council of Hong Kong.

Preferred Attributes / Exposure

Staff members in the rank are expected to meet the 4 core competencies set for the Associate Consultant post. They are:
- Functional competency.
- Personal competency.
- People and team competency.
- Organization effectiveness.

Remarks

1. The selected candidate will be offered contract employment up to 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority (HA)) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.

2. This is a central recruitment exercise. Selected candidates will be subject to central posting.

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

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 the prevailing policies of the Retired and Rehire Mechanism of HA.

5. Please attach a full curriculum vitae with details of clinical exposure and one written reference from the applicant's supervisor within the past 5 years on the applicant's personality, professional skills, management competency and performance in the e-application form.

6. Application should be submitted online via <http://www.ha.org.hk> (Click Careers) on or before **19 August 2019**. For enquiries, please telephone (852) 2300 6950.

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 October 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. Consultant Anaesthesiologist

• Medical qualification registrable in Hong Kong

• Fellowship of the Hong Kong Academy of Medicine

• Specialist registration in Anaesthesiology

• 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

3. Resident Consultant in Paediatrics

• Medical qualification registrable in Hong Kong

• Fellowship of the Hong Kong Academy of Medicine

• Specialist registration in Paediatrics

• 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 **24 August 2019**.

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

SOCIAL SERVICES



The Hong Kong Society for the Deaf

We are now inviting suitable candidates for the following vacancy:

CORPORATE COMMUNICATIONS MANAGER
(Ref. No.: CCM)

The successful incumbent will assist the Director in the aspects of promotion, publication, media relations, marketing, event management, fundraising and membership management.

Requirements:

• Degree in Communications, Marketing, Journalism, Management or equivalent;

• At least 5 years working experience in corporate communications, public relations or journalism;

• Possess NGO experience is an advantage;

• Good planning, communication and interpersonal skills; and

• Excellent command of both written & spoken English and Chinese.

Interested parties please send full resume with expected salary and availability to **Head of Human Resources, The Hong Kong Society for the Deaf, Room 903, DWSSB, 15 Hennessy Road, Wanchai, Hong Kong** or email to adm_hr@deaf.org.hk on or before **23 August 2019**.

(All information provided by applicants will be treated in strict confidence and used for recruitment purpose only)

ENGINEERING & TECHNOLOGY



FUGRO (HONG KONG) LIMITED

輝固(香港)工程顧問有限公司

CEDD Contract No. GE/2017/23

Landslip Prevention and Mitigation Programme, 2015, Package C Landslip Prevention and Mitigation Works

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

We have vacancy for the following post of resident site staff (RSS) who meet the minimum qualification and experience. The construction works were commenced in December 2017 for about 24 months.

Resident Works Supervisor II (Ref: RWSII/2017/23)

Minimum Qualification and Experience:

(a) Certificate from CIC/HKC/IVE/TVTC/Poly or equivalent in an appropriate discipline; or

(b) Completed a recognised technician apprenticeship in an appropriate discipline; or

(c) Completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or

(d) Five years' experience as a skilled worker in appropriate discipline.

Terms of Appointment:

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

Confidential application including full details of academic qualifications, working experience and safety training, copies of qualification certificates and employment references, availability, present and expected salary, contact telephone number shall be sent to : The Project Director, Fugro (Hong Kong) Ltd., 7/F, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong or by email to recruit@fugro.com.hk, on or before 19 Aug 2019 (Please quote the ref. no. on the application and envelope).

Preference will be given to those candidates who have attended the mandatory basic safety training courses. Applicants who have not been contacted before 25 Aug 2019 may assume their application unsuccessful.

Personal data collected will be used for recruitment purpose only.

GENERAL



Hong Kong Housing Authority

Contract Statistical Officer II

Salary: \$20,065 to \$29,095 plus 10% Year-end Incentive Payment

Closing Date for Application: 23 August 2019 (Applicants must submit the required supporting documents)

Tel. Enquiry: 2761 6566

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

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

UNIVERSITY GRANTS COMMITTEE SECRETARIAT

Research Administration Assistant
(Non-Civil Service Vacancy)

Remuneration: Basic salary of HK\$ 28,800 per month. A contract-end gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct.

Closing Date for Application: 16 August 2019

Tel. Enquiry: 2844 9926

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

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AECOM

Civil Engineering & Development Department

Agreement No. CE 10/2014(CE)

Development of Anderson Road Quarry Site

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration of the Development of Anderson Road Quarry (ARQ) Site Project. The works include site formation and infrastructure works within the ARQ site which will provide about 40 hectares of land platform for housing development, commercial uses, government, institution or community facilities, open space and amenity areas, etc. In addition, a series of pedestrian connectivity facilities and associated off-site road improvement works will be constructed to enhance the connectivity between the ARQ site and housing estates in the vicinity, Kwun Tong town centre, and the proposed bus-bus interchange at the Tseung Kwan O Tunnel toll plaza. The project commenced in December 2016.

Assistant Resident Engineer (Geotechnical) Ref. No: ARE/GY/11289/TRA

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.

Assistant Resident Landscape Architect Ref. No. ARLA/11290/TRA

Candidates should have:

• Master Degree from University or equivalent in Landscape Architecture; and

• At least 2 years' relevant post-qualification experience.

***Resident Senior Survey Officer (Quantity) Ref. No. RSSO(Q)/11291/TRA**

Candidates should have:

• Diploma or Higher Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Polytechnic University / Polytechnic in Hong Kong / 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.

***Resident Survey Officer (Quantity) Ref. No. RSO(Q)/11292/TRA**

***Resident Survey Officer (Engineering) Ref. No. RSO(E)/11293/TRA**

Candidates should have:

• Diploma or Higher Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Polytechnic University / Polytechnic in Hong Kong / Hong Kong Institute of Vocational Education / Technical Institute / Technical College or equivalent in an appropriate discipline.

***Resident Technical Officer (Civil) Ref. No. RTO(CY/11294/TRA**

Candidates should have:

• Diploma or Higher Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Polytechnic University / Polytechnic in Hong Kong / Hong Kong Institute of Vocational Education / Technical Institute / Technical College or equivalent in an appropriate discipline.

*Attained the language proficiency requirements of Level 2 ^{Note 1} or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent.

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 consider to 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.

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, contact numbers and expected salary should be sent by **16 August 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 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

Water Supplies Department

Agreement No. CE 13/2009 (WS)

In-situ Reprovisioning of Sha Tin Water Treatment Works – South Works – Design and Construction

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

***Resident Engineer (Civil) Ref. No: RE(CY/11302/WUD**

Candidates should have:

• Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline; and

• At least 3 years experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer with relevant experience; and

• The academic qualification of Degree, Certificate or Diploma in occupational safety and health, or construction safety is preferable.

*The language proficiency requirements of Level 2 ^{Note 1} or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent.

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 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.

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 **23 August 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.

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Classified Post provides the latest industry news and a wide range of jobs to keep you on top

Classified Post

South China Morning Post



Join us and help lead the global conversation about China

Who are we?

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

What do we do?

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

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

Who should join us?

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

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

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

What are our company values?

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

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

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

Finance

1. Senior Accounts Assistant (10 months contract) (Ref: FIN-SAA)

Job Responsibilities

- Process OPEX, payment requests and staff claims including review of supporting documents, checking for policy compliance and verification of approvals
- Assist in full sets of accounts and support month-end closing
- Prepare monthly supporting schedule & breakdown
- Assist in day-to-day general accounting duties
- Perform other ad hoc duties as assigned

Job Requirements

- Diploma in Accounting or LCC intermediate, or student member of Accounting bodies
- Minimum 1 years' experience in conducting accountancy work in sizable company
- Attention to details, open-minded to adapt changes, a good team player with excellent communication and interpersonal skills, self-motivated and result-oriented
- Knowledge in Oracle Financial and Proficiency in Excel & Google Sheet would be advantageous
- Good command of both spoken and written Chinese & English

Group Marketing & Events

2. Senior Community Manager (Ref: GME-SCM)

Job Responsibilities

- Identify core community groups and build strong community identities and brand voices for each product
- Define the community structure, member rules and engagement funnel
- Work directly with Editorial, Marketing, and Product team to generate new ideas for community offerings to drive engagement and member growth
- Create and maintain community platforms and increase member engagement by facilitating discussions and responding to comments
- Collaborate with different News Desks and Social Media team to create scalable and long-term organic engagement strategies
- Design, develop and execute community programs that are in line with brand strategy
- Track & report on feedback, sentiment & common conversation themes that we see
- Partner with Data team to define goals for a growth measurement approach and identify core metrics and impact
- Create offline events to keep engaged with existing members and acquire new members
- Be the point person for all social media activities at all community events
- Build positive relationships and partnerships with various external/internal stakeholders within the community
- Keeping one step ahead by being knowledgeable on latest digital marketing/community marketing innovations

Job Requirements

- Degree holder in Journalism, Marketing or related disciplines
- Minimum 6-8 years relevant working experience in online community or social media, preferably in digital media
- Demonstrated experience working cross-functionally with other teams, particularly Editorial
- Strong analytical skills and marketing sense, creative, good planning and organizing
- Attentive to details and resourceful
- Exceptional oral and written communication skills
- Previous experience working with an international brand is highly desired and important qualification

3. SEO Marketing Specialist (Ref: GEM-SMS)

Purpose of the Position:

To support SCMP sustainable growth via search platforms, the candidate will be responsible: to analyse content performance, to identify optimization opportunities, to execute optimization initiatives and to establish structured process for on-going SEO initiatives. Bridging digital marketing and Editorial content production, the SEO candidate will work closely with Editorial to implement SEM/SEO insights and integrate digital marketing tactics to improve organic reach of SCMP content, across all 4 products.

Job Responsibilities

- Work closely with Product, Editorial and Digital Marketing Teams to plan and execute all aspects of SEO and content marketing projects
- Take an active role in developing and implementing SEO initiatives to improve search rankings for key content topics
- Hands-on executions to support SEO projects, including, but not limited to, end-to-end process from research, strategy development, planning, optimization, analysis to reporting
- Understand the potentials and limitations of SEO. Analyze web analytic data to identify content topics for optimizations which could move the needle on SCMP organic traffic
- Be the SEO expert and share SEO marketing insights with key stakeholders for sustainable SEO optimizations of all SCMP content
- Work closely with Editorial Team to share SEM/SEO insights and identify opportunities to integrate insights into the content production process
- Working closely with members of Digital Marketing, Product Marketing and Content Marketing to integrate paid and non-paid tactics to maximize potential results of the SEO initiatives
- Work closely with Data, Product, Editorial Teams to communicate digital marketing perspectives and priorities that drive sustainable SEO operations

Job Requirements

- Degree holder in Digital Marketing, Marketing Communications program with 3+ years in digital marketing / SEO / content marketing from publications, hospitality, travel, telecom industries or digital agencies
- Hands-on experience with digital marketing and SEM/SEO analytics tools would be crucial. Including, but not limited to, Google Search Trends, Google Analytics, SEMRush, Moz, Tableau and other social listening platforms
- Experience in managing SEM at digital/media agencies would be an asset
- Enjoy working in the best of both worlds - Content Marketing and Digital Marketing. Discovering data insights in content performance for optimization opportunities that could move the needle for overall site traffic
- Good project management skills, strong interpersonal skills and the ability to deliver complex ideas in simple messages
- Ability to analyze and present content and digital performance
- Independent. Comfortable working in an agile and transparent culture

Recruitment Business

4. 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

5. Senior Marketing Executive, Trade Marketing & Event (10 months contract) (Ref: RCB-SME)

Job Responsibilities

- Assist in planning, promoting, organising marketing events and activities
- Organising and coordinating with internal and external parties to ensure professional execution of marketing events including workshops, conferences, exhibitions, forums, roadshows, and contests
- Efficient budget management to ensure budget is spent effectively, adhere to the departmental guideline of ROI
- Assist in copywriting, script writing and the production of marketing collaterals including house ads, online banner ads, eDM, leaflets, visual materials, etc
- Carry out market research and customer surveys and prepare management reports
- Good knowledge of digital and Social media marketing is an advantage
- Provide administrative support to the marketing department

Job Requirements

- Degree holder in Marketing or Business related disciplines
- Minimum 2 years of marketing, PR and event-management experience, preferably in the agency sector or an MNC
- Agile, passionate, well-organised, self-motivated and a good team player
- Excellent language skills in English and Chinese
- Proficient in MS Excel, Word, PowerPoint, Google Suite and Chinese word processing

Magazines

6. Sales Coordinator (Ref: MAG-SC)

Job Responsibilities

- Provide administration support for quotation, analysis reports and sales related activities
- Liaise and maintain good relationships with Sales, Account Servicing, Digital or Finance teams
- Produce high quality and competitive internal monthly reports
- Collect and analyze market and competitive data
- Organize and maintain database and filing system
- Ensure Sales information are available and up-to-date for Sales Team
- Support ad hoc projects as assigned

Job Requirements

- Secondary school graduate or above
- At least 3 years of operations experience in media, advertising or content fields
- Strong organization and problem-solving skills, able to work under pressure and self-motivated
- Proficient in Microsoft Office, experience in CRM & Google Suite will be considered as an advantage
- Fluent in English and Chinese, both written and spoken

Work location for positions 2-3 will be at Causeway Bay office; position 6 will be at Wong Chuk Hang office; positions 1 & 4-5 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.



Visit scmp.com/careers for details

GOVERNMENT



HONG KONG MONETARY AUTHORITY

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

Systems Analyst (Information Technology)

Key Responsibilities

- Perform business requirement analysis, system analysis, technical and database design, and prepare technical specifications for business application systems
- Perform user and system administration, and provide application system support including market data download, incident management and patch management
- Develop User Acceptance Test (UAT) plans and provide support to users in various UAT phases
- Liaise with external consultants or service providers to improve quality of services and resolve problems
- Assist in the system implementation, maintenance, support and acquisition of computer hardware, software and related services

Requirements

- University degree in business information systems, information technology, computer science or related fields
- At least 2 years of relevant IT experience
- Solid understanding of financial products (e.g. FX and money market, fixed income, futures, options or derivatives)
- Knowledge of trading and treasury management systems (e.g. Calypso, Murex or Simcorp), licensing and supervisory systems, market data systems and SWIFT highly desirable
- Knowledge of AIX, Microsoft Windows Server, Lotus Domino servers and Oracle database, and system development life cycle and related methodologies preferred
- A good team player with good interpersonal and communication skills
- Good command of both written and spoken English and Chinese
- Need to work outside normal office hours as and when required

Closing Date for Application: 24 August 2019.

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

GENERAL

A property investment company in Central is looking for candidates to fill the following positions:

Secretary to Director

- Provide full spectrum of secretarial support to Director
- Diploma holder or above in related discipline
- Well served in Microsoft / Office applications and Chinese word processing
- Good command in written and spoken English and Chinese
- Mature, independent and high sense of responsibilities
- Work on ad-hoc duties as assigned

Project Officer

- Assist management to manage company properties from project inception, development to property management
- Diploma holder or above in related discipline
- Two years or above related experience
- Proficiency in MS Office and Chinese typing

Interested parties please send your full resume with expected salary to **Mr. Wong at Tin Yick Hong Realty Co., Ltd., Rm 608 China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong** or by email to **goodjobsahead@gmail.com**

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



JUDICIARY

(1) Judicial Associate (General)
(NON-CIVIL SERVICE CONTRACT POSITION)

Salary: HK\$71,520 per month to HK\$85,770 per month

(2) Judicial Associate (Criminal Appeals)
(NON-CIVIL SERVICE CONTRACT POSITION)

Salary: HK\$70,590 per month to HK\$85,770 per month

Closing Date for Application: 30 September 2019 (6:00 p.m., Hong Kong Time)

Tel. Enquiry: 2867 2200

Please visit the Judiciary's website for information about the positions:
https://www.judiciary.hk/en/other_information/recruit_ad.html



LEISURE AND CULTURAL SERVICES DEPARTMENT

Assistant Librarian (Civil Service Vacancy)

Salary: Master Pay Scale Point 14 (HK\$28,725 per month) to Master Pay Scale Point 27 (HK\$53,195 per month)

Closing Date for Application: 16 August 2019

Tel. Enquiry: 2601 8814 / 2601 7316

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

Movie production company seeks
CG Generalist
Thorough knowledge of Maya/Arnold/MEL/Python required.
Please send your CV, portfolio and showreel by email to **Balaji CG Ltd: hr@rick.in**
Data collected will be used for recruitment purpose only

Part-time Administrator & Book-keeper
40 hours/month at Real Estate Consultancy Company
For more details, please contact
Vanessa Leung 96510723

Non-Civil Service Vacancy

Water Supplies Department

Contract Public Relations Officer [Salary : HK\$28,725 - 31,685 per month]
(starting salary will depend on relevant post-qualification experience)

Entry Requirements : Candidates should have : (a) a degree from a Hong Kong university majoring in marketing, public relations, language, communication, journalism or related field, or equivalent (Note 1); (b) at least two years' post-qualification working experience in marketing, event management, corporate communications, public relations or customer service in sizeable corporations, Non-Government Organizations, public relations agents or government departments; (c) a good command of oral and written communication skills in both Chinese and English and met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (Note 2); (d) detail-minded, able to work independently and under pressure; (e) good interpersonal, communication and negotiation skills; and (f) familiar with PC applications such as MS Office, Chinese and English Word Processing.

Note 1 : Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should attach copies of their official transcripts and diplomas/certificates of studies to their applications.

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

Duties : A Contract Public Relations Officer is mainly deployed on (a) implementing public relations programmes, education projects, ceremonial campaigns and other publicity activities of the department; (b) preparing publicity materials and publications for the public and media; (c) handling complaints and enquiries from the public and media; (d) assisting in organizing liaison activities for stakeholders; (e) performing related paperwork and work processing work; and (f) carrying out any other public relations duties as necessary.

[**Note: Contract Public Relations Officer may be required to work irregular hours and outdoors.**]

Terms of Appointment : Successful candidate will be appointed on non-civil service contract terms for a period of one year. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

Fringe Benefits: A gratuity may be granted to the appointee upon satisfactory completion of the contract with a consistently high standard of performance and conduct. Such gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance, will equal to 15% of the total basic salary drawn during the contract period. Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

Contact Address and Enquiry Tel. No. : Recruitment Unit, Water Supplies Department, 48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. (Tel. : 3427 5040)

Closing Date for Application : 23 August 2019

General Notes :

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above contact address.

How to Apply : Application Forms (G.F. 340 [(Rev. 3/2013)]) are obtainable from any Home Affairs Enquiry Centres 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>).

Applications submitted in person or by post should reach the above contact address. Please specify "**Application for Contract Public Relations Officer**" on the envelope. 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 Department** 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. **Applications submitted by fax or e-mail will not be accepted. Applications not made in the prescribed form or which are incomplete or late will not be considered.** Candidates who are selected for interview will normally receive an invitation in about six to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

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

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

Salary: HK\$55,680 per month

Entry Requirements:

- (1) have a local degree 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 a minimum of 6 years' post-qualification solid IT working experience of which 3 years must be in similar post and in comparable capacity; (4) experience in feasibility/technical studies, system analysis and design, application development, implementation, documentation and maintenance; respective experience in financial assistance related systems will be an advantage; (5) possess at least 4 years' post-qualification application development experience using PHP, Java EE, JSF, EJB, JSP, PL/SQL, Java Framework such as Spring, JasperReport, software development tools such as GIT and Maven with Oracle and MySQL as RDBMS on Linux and Windows platforms; (6) have sound background in Linux, MS Windows Server, JBoss/WildFly Application Server, Web Services programming and XML; (7) knowledge in responsive web design and web accessibility conformance to Web Content Accessibility Guidelines (WCAG) 2.0 Level AA is preferred; (8) experience in electronic form development and maintenance using Adobe Acrobat Professional will be an added advantage; (9) possess knowledge and experience in project management, system quality control and quality assurance, management of service contract, system and network operation and team leading/supervision (knowledge in PRINCE and PMP will be an advantage); (10) possess good customer service, inter-personal and analytical skills; (11) be responsible, self-motivated and enthusiastic; and (12) 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 **19 August 2019** (for submission by post, the postmark date on the envelope will be regarded as the date of submission). Please state "Application for 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: 19 August 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.)

GOVERNMENT

InvestHK投資推廣署

The Government of the Hong Kong Special Administrative Region

Invest Hong Kong (InvestHK) is the department of HKSAR tasked to attract and retain foreign direct investment in Hong Kong.

Where Business Goes to Grow

Assistant Manager

Salary: HK\$21,340 per month

(Ref: IPA/02/2019)

- Duties
- The Assistant Manager is responsible for providing administrative and logistical support to the Maritime Team, in the delivery of developing promotion strategies, liaison with stakeholders, etc. Detailed responsibilities include the following:
- (a) To prepare proposals and reports and provide logistical support (e.g. venue setup, guest / speakers registration, etc.) to investment promotion events, meetings with government officials, stakeholders and delegations;

(b) To prepare proposals and reports for investment promotion advertisements and liaise with in-house marketing team as well as external parties during the production process;

(c) To compile maritime-related returns and statistical reports and arrange payment for maritime sponsored events and advertisements;

(d) To support the Maritime Desk on client meetings as well as handle enquiries and follow up with clients;

(e) To conduct desktop research on maritime news, identify potential leads and keep the Customer Relationship Management (CRM) System record updated; and

(f) To provide any other administrative and support duties (e.g. arranging duty trips) as assigned by the senior officers.
- Entry Requirements
- (a) Minimum two years of relevant full-time work experience gained in business administration, account management, finance, international marketing/sales or maritime;

(b) A Bachelor degree from a Hong Kong university, or equivalent, in business administration, finance, economics, international marketing or maritime;

(c) Fluency in English and Cantonese is a must. Knowledge of Putonghua or other language(s) would be an advantage;

(d) Proficient in English and Chinese word processing, and in the applications of Microsoft Word, Excel and PowerPoint; and

(e) Meet the language proficiency requirements of "Level 2" results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) or equivalent (see Notes (a) to (c));

- Note
- (a) Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 2 in the Use of Chinese (UC) paper of the CRE. Level 5 or above in English Language of the HKDSEE is accepted as equivalent to Level 2 in the Use of English (UE) paper of the CRE.

(b) Grade C or above in Use of English of the Hong Kong Advanced Level Examination (HKALE) or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 2 in the UE paper of the CRE. Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE is accepted as equivalent to Level 2 in the UC paper of the CRE.

(c) An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

Terms of Appointment

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

- Fringe Benefits
- (a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will equal 15% of the total basic salary drawn during the contract period; and

(b) Candidate appointed will be granted 14 days of annual leave. Other benefits, such as rest days, statutory holidays (or substituted holidays), maternity/ paternity leave, sickness allowance, where appropriate, will be granted mainly in line with the provisions of the Hong Kong Employment Ordinance.

How to Apply

Applicants **must** send an application form by using the on-line Application Form [Online GF 340] at the Civil Service Bureau's website (<http://www.csb.gov.hk>) for application. Apart from the on-line Application Form, the applicant **must** submit the following items to the email address below on or before the closing date of application:

(i) a letter of application setting out in detail why the applicant considers himself/herself suitable for the position;

(ii) a full curriculum vitae (CV); and

(iii) the supporting documents of their academic qualifications and work experience.

Applications without the application letter, CV and/or supporting documents, and those not using the on-line application form and late submission will not be processed.

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

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

Email Address: job@investhk.gov.hk

Enquiry Tel. No.: 3107 1076

Closing Date: 15 August 2019, 5:00pm (Hong Kong time)

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

- General Notes
- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

(b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.

(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

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

(f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".

(g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by e-mail.

EDUCATION BUREAU

Non-Civil Service Vacancies

Curriculum Development Institute

Post (1) : Project Manager (Administration)

EDB Job Code : EDB/CDI/182/19

Salary : \$55,705 per month (Gratuity 10%) (Contract Period : 2 years)

Duties : (a) To plan and manage the use of financial resources in support of the operation of the different professional teams in the Native-speaking English Teacher (NET) Section and the provision of a full range of support services for schools; (b) To assist in human resources planning and management so as to facilitate the recruitment, appointment and deployment of NET Section staff; (c) To coordinate the provision of administrative, logistic and technical support that enables the smooth functioning of different project teams and task groups in the NET Section; (d) To coordinate the production and management of learning and teaching resources, and the delivery of such resources to schools taking part in the NET Section's literacy programmes and "Seed" projects; and (e) To undertake any other duties as assigned.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent [See Remarks (i)]; (b) Met the language proficiency requirements of Level 3 [See Remarks (ii)] or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (c) At least 7 years' post-degree experience (PDE) in administration, among which at least 5 years' PDE is acquired from serving in the public sector, such as government bureaux/departments or publicly-funded tertiary institutions[See Remarks (iii)]; (d) Proficient in English and Chinese, including good writing skills and fluent in spoken English and Chinese; and (e) Proficient in operating computer software, including word-processing, presentations and spreadsheets.

Remarks for Post (1) :

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

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

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

(iv) This post is open to male and female applicants.

Professional Development and Training Division

Post (2): Part-time Classroom Language Assessors (Putonghua subject)

EDB Job Code: EDB/PDT/180/19

Salary: \$750 per assessment visit (an average of 2 hours is required for completing one assessment) (Contract Period: From November 2019 to October 2020)

Duties : To carry out classroom language assessments duties in the Language Proficiency Assessment for Teachers including : (a) making class visit arrangements; (b) conducting class visits; (c) writing related assessment reports; and (d) attending related meetings and workshops, etc.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) Grade B at Level 1 or above in the Test of Proficiency in Putonghua conducted by the State Commission on Language Work; and (d) After acquisition of (a) and (b), at least six years' classroom language assessment / school inspection / curriculum development / teaching experience, or A Certificate of Qualified Assessor at National Level for the Test of Proficiency in Putonghua conducted by the State Commission on Language Work. [Remarks : For general awareness, a locally-accredited Hong Kong bachelor's degree is at Level 5 under the Hong Kong Qualifications Framework (HKQF). While there are other qualifications under HKQF Level 5, for the purpose of this recruitment exercise, only bachelor's degree is acceptable. Further information on HKQF may be accessed on HKQF's website (www.hkqf.gov.hk) or by phone (3793 3955).]

Closing date of application : Post (1) : 23 August 2019
Post (2) : 21 August 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) : Curriculum Development Institute, Education Bureau, Room 1318, 13/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel : 2892 5846)
Post (2) : Administration Section, Professional Development and Training Division, Education Bureau, 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel : 3509 7562)

EDUCATION BUREAU

Non-Civil Service Vacancies

Curriculum Development Institute

Post (1) : Project Officer (Science)

EDB Job Code : EDB/CDI/178/19

Salary : \$30,165 per month (Contract Period : up to 2 September 2020)

Duties : (a) To assist in organising various Key Learning Area/subject-based professional development programmes and related activities; (b) To assist in the development of learning and teaching resources for different Science curricula and Science, Technology, Engineering and Mathematics (STEM) education projects; (c) To assist in organising different curriculum development projects/events on STEM education including school networking activities, STEM-related symposia and experience sharing sessions; (d) To assist in organising various types of Science/STEM-related student activities; (e) To assist in liaison work related to curriculum development and promotion of STEM education; (f) To provide support in the administrative work of Science Education Section; and (g) To undertake any other duties as assigned.

Entry Requirements : (a) A Hong Kong bachelor's degree majoring in science or language, or equivalent [See Remarks (i)]; (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 the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (c) At least 3 years' post-degree working experience in education-related field [See Remarks (ii)]; and (d) Candidates who are competent in computer applications, such as graphic design and with experience in handling learning management system preferred.

Remarks for Post (1) :

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

(ii) Candidates should state the nature and relevancy of the post-degree experience.

Education Infrastructure Division

Post (2) : Research Assistant (SCOLAR Early Childhood Language)

EDB Job Code : EDB/EI/179/19

Salary : \$30,159 per month (Contract Period : 2 years)

Duties : (a) To handle data collection, entry and analysis, etc. for evaluation of projects supported by the Language Fund; (b) To handle enrolment and registration matters and printing of materials related to projects supported by the Language Fund; (c) To handle literature search, data collection, entry and analysis, etc. in relation to research studies; (d) To develop and maintain a database on participants of projects supported by the Language Fund; and (e) To carry out any other duties assigned by the supervisors.

Entry Requirements : (a) A Hong Kong bachelor's degree, preferably major in Chinese Language or English Language, or equivalent; (b) Holder of a certificate in education from a Hong Kong tertiary educational institution, or equivalent preferred; (c) At least 2 years' relevant post-degree experience in academic research, preferably education research; (d) Met the language proficiency requirements of level 3 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]; (e) Good knowledge of the application of computer software, including Chinese and English word processing, data processing and statistical packages etc.; and (f) Good knowledge of local education system and curriculum and Chinese/English language learning/teaching. [Remarks : The Standing Committee on Language Education and Research (SCOLAR) was established in 1996 to advise Government on language education issues in general as well as on the use of the Language Fund.]

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 :
Posts (1) – (2) : 16 August 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) : Curriculum Development Institute, Education Bureau, Room 1318, 13/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel : 2892 5846)
Post (2) : Language Education and SCOLAR Section, Education Infrastructure Division, Education Bureau, Room 1702, 17/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon (Tel : 3165 1196)

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