



## THE LAW AND THE STAGE

Building a strong relationship with clients

> SECTION 1



## CAREER TRACKER

Keep up with latest corporate appointments

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## MAKE YOUR WRITING RIGHT

Proofreading fundamentals (Part 2)

> SECTION 1



**THE FAMILY PLANNING ASSOCIATION OF HONG KONG**

Asianet

The Family Planning Association of Hong Kong (FPAHK), a non-profit making organization, advocates, promotes and provides information, education, medical and counselling services in Sexual and Reproductive Health for the community. For more information, please visit <https://www.famplan.org.hk>.

### Executive Director

The present incumbent will retire in January 2021. The FPAHK Council invites nominations/applications for the position of Executive Director.

The Executive Director is accountable to the Council for the daily operation and administration of the organization. He/She is responsible for initiating and developing the vision, policies and strategic plans for the Association; providing operational leadership to the senior management; coordinating, directing and monitoring the implementation of the operational plans of various Departments so as to ensure provision of the Association's quality services as well as promoting and upholding its image and reputation.

The Executive Director should have a recognized medical qualification registrable in Hong Kong with not less than 10 years' working experience including managerial experience. A genuine commitment to the objectives of the Association as well as passion for education, medical and social services, together with an understanding of, or prior involvement in working or liaising with NGOs and Government Departments are helpful. He/She should possess visionary leadership and strategic planning skills necessary to lead a sizeable NGO.

FPAHK is being represented by **Asianet Consultants**. Please submit nominations or applications by **16 March 2020** to:

**Mr. Peter Liu, Managing Director**  
**702-704, 7/F Wilson House, 19-27 Wyndham Street, Central, Hong Kong**  
**Tel: (852) 2530-0137 Email: [fpahk-ed@asianetconsultants.com](mailto:fpahk-ed@asianetconsultants.com)**

(Applicants not invited for interview within 8 weeks from the closing date may consider their applications unsuccessful. FPAHK reserves the right not to fill the post, or to fill the post by invitation or by search. All applications will be used for recruitment purpose only and will be destroyed within two years.)



**POK OI HOSPITAL BOARD**  
**Pok Oi Hospital**, a charitable organization founded in 1919, has always strived to provide quality medical, social and educational services to the community. We now invite high calibre person to join US.

### Head of Administration, Corporate Communication and Fundraising

#### 高級總監 (行政及企傳籌募)

(Rank Ref: SSWO/SEO) [Ref: BOD/HACF]

**Major Responsibilities**  
Reporting to the Chief Executive Officer, the major responsibilities of the appointee are:

- To drive the development and implementation of the organization's corporate communication, public relations and fundraising strategies
- To oversee the administration functions, including the Board secretariat, procurement, insurance, facilities management and compliance with regulatory requirements
- To proactively identify opportunities for an organization's sustainable development, brand building and stakeholder engagement
- To work collaboratively with internal and external stakeholders on donor management and event organization

**Requirements**

- Substantial experience in related fields, including not less than 10 years in a senior capacity in a sizeable organization, preferably in the public sector or an NGO
- Strong result-orientation and leadership skills for fostering effective management of corporate communication, fundraising and administration functions
- Solid experience in collaboration with the Board of Directors, and adept at establishing rapport with diverse stakeholders, including Government bureaux/departments and donors
- Knowledge in facilities management/building projects and proven track record in driving continuous improvement in administration would be an added advantage
- Demonstrated ability to develop strategies and programmes for brand building and donor management
- Familiar with government medical, social welfare as well as education policies and development in Hong Kong
- Excellent communication and interpersonal skills with proficiency in written and spoken English, Cantonese and Mandarin
- Mature and dedicated with strong teamwork and integrity
- Bachelor/master's degree or above

The appointment will be made on a fixed-term contract basis. Interested candidates are invited to apply by sending full resume with current salary, expected salary and date available to **Head of Human Resources, Pok Oi Hospital Board, UG/F., Pok Oi Hospital Jockey Club Care & Attention Home Building, Au Tau, Yuen Long** or by email to [hhr@poko.org.hk](mailto:hhr@poko.org.hk) on or before **21 March 2020**. For more details of Pok Oi Hospital, please visit our website <http://www.poko.org.hk>.

(All personal data collected from applicants will be kept confidential and used for employment-related purpose only. The Board is an equal opportunity employer.)

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

We are currently recruiting the following position to join West Kowloon Cultural District Authority.

### Head, Corporate Administration (Ref: 182511)

**The Role**  
The appointee heads the corporate administration, information management and regulatory liaison of the West Kowloon Cultural District Authority. He/she will play a key role in formulating policies, procedures and guidelines, managing relationship with internal and external stakeholders including regulators.


**Qualifications and Experience**  
Suitable candidates should have a recognised university degree, with over 10 years of relevant experience, preferably in the government, public services sector or large corporations. Strong communication skills in English and Chinese is expected.

**More Information and Application**  
Please visit <http://careers.westkowloon.hk/jobsearch/> for details of the position.


For interested parties, please send your application letter on or before 13 March 2020 along with your CV outlining your suitability for the role, expected salary and earliest availability. Applicants are encouraged to submit their applications as soon as possible. Applications will be considered until the posts are filled.

Please quote the name and reference number of the position to Ms. Cynthia Chan and apply via [erwkcd@kpmg.com](mailto:erwkcd@kpmg.com). Qualified candidates may contact **Cynthia Chan** of **KPMG Executive Recruitment** at +852 2143 8757 for a confidential discussion.

Applicants who are selected for interview will normally receive an invitation about four weeks from the submission of an application. Data collected will only be used for job application process. All related information will be kept upto 24 months and all personal data will be destroyed afterwards.



西九文化區



## Marymount Primary School

### PRINCIPAL

Required for September 2020

Marymount Primary School (website: [www.mps.edu.hk](http://www.mps.edu.hk)) is a subsidized girls' school sponsored by Christian Life Community (Hong Kong), an international Catholic lay Ignatian community, with the mission to foster young people to be leaders of integrity, wisdom, care, love and compassion for others and with others. Our vision is to create a happy, cherishing and challenging atmosphere that facilitates the holistic development of students in all areas, with a strong emphasis on values formation and education.

Applications are now invited for the principalship post at **HM I**. Applicants should possess the following minimum qualifications:

- a) Master degree in the field of Education
- b) Five years of experience in senior school administration as PSM or higher
- c) Certification for Principalship (CFP) or currently pursuing a course for CFP

The successful applicant will be a person of vision and agility, with excellent leadership and management skills, fluent in English and Chinese, with a strong commitment to quality education according to the ethos of the school, and with the ability to take MPS to another new height in our development.

Applications with full resume, a personal statement highlighting one's philosophy of education and a plan for possible future developments for MPS, should be addressed to:

**The Supervisor**  
**Marymount Primary School, 336 Tai Hang Road, Hong Kong**

Applications must be received **on or before 20 March 2020** marked "Application for the Post of Principal". Personal data will be used for recruitment purposes only and will be treated in strict confidence. Candidates not notified within one month should consider their application unsuccessful.

## MOTT MACDONALD

### RESIDENT SITE STAFF VACANCIES

**Mott MacDonald Hong Kong Limited** is the Consulting Engineers for West Kowloon Cultural District Authority (WKCD) responsible for supervising the construction of a steel footbridge to facilitate the development in West Kowloon Cultural District.

#### RESIDENT ENGINEER (CIVIL) (REF: WKCD-RE(C)-44882BR)

- Member of the Hong Kong Institution of Engineers in civil engineering discipline or equivalent; and
- At least 2 years relevant post-qualification experience of which 1 year shall be as Resident Engineer with project management and contract administration experience.

#### RESIDENT ENGINEER (STRUCTURE) (REF: WKCD-RE(S)-44883BR)

- Member of the Hong Kong Institution of Engineers in structural engineering discipline or equivalent; and
- At least 2 years relevant experience in design, fabrication and construction of steel highway structure.

#### ASSISTANT RESIDENT ENGINEER (CIVIL) (REF: WKCD-ARE(C)-44884BR)

- Degree holder in civil engineering and minimum 2 years relevant experience in design and construction supervision of civil works.

#### ASSISTANT RESIDENT ENGINEER (STRUCTURE) (REF: WKCD-ARE(S)-44885BR)

- Degree holder in civil or structural engineering and minimum 2 years relevant experience in design and construction supervision of structural works.

#### ASSISTANT RESIDENT ENGINEER (E&M) (REF: WKCD-ARE(E)-44886BR)

- Degree holder in E&M engineering and minimum 2 years relevant experience in design and construction supervision of E&M works.

#### RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (REF: WKCD-RSSO(Q)-44887BR)


- Certificate in quantity surveying discipline from a Technical Institute and with minimum 7 years relevant experience inclusive of 4 years relevant post-qualification experience, or
- Higher Certificate or Diploma from a Technical Institute in quantity surveying discipline or equivalent and minimum 4 years relevant post-qualification experience.

#### RESIDENT SURVEY OFFICER (ENGINEERING) (REF: WKCD-RSO(E)-44888BR)

- Higher Certificate or Diploma from a Technical Institute in Land Surveying discipline or equivalent.

#### RESIDENT INSPECTOR OF WORKS (REF: WKCD-RIOW-44889BR)

- Diploma or Higher Certificate in civil engineering discipline from a Technical Institute or equivalent and minimum 8 years relevant experience inclusive of 5 years relevant post-qualification experience; and
- At least 5 years appropriate experience as AIOW or above in a Government or quasi-Government project; and
- At least 2 years relevant experience in fabrication and construction of steel highway structure.



西九文化區

#### RESIDENT ASSISTANT INSPECTOR OF WORKS (REF: WKCD-RAIOW-44890BR)

- Diploma or Higher Certificate in civil engineering discipline from a Technical Institute or equivalent; and
- At least 5 years relevant post-qualification experience of which 3 years shall be as Works Supervisor I or above in a Government or quasi-Government project.

#### RESIDENT WORKS SUPERVISORS II (REF: WKCD-RWSII-44891BR)

- Certificate in civil engineering discipline from a Technical Institute, or
- Completed a technician apprenticeship.

#### RESIDENT TECHNICAL OFFICER (REF: WKCD-RTO-44892BR)

- Higher Certificate or Diploma from a Technical Institute in relevant discipline; or equivalent.

#### RESIDENT ASSISTANT CLERICAL OFFICER (REF: WKCD-RACO-44893BR)

- Level 2 or equivalent in 5 subjects in HKDSEE, including English Language, Chinese Language and Mathematics and minimum 3 years relevant experience;
- Full-time working experience on personnel management or human resources related duties and good job records;
- Good command of both oral and written English and Chinese;
- Good computer knowledge preferably with past experience on the operation of a computerized smart-card system; and
- Preferably have completed a post secondary certificate programme on human resources or personnel management.

#### RESIDENT CLERICAL ASSISTANT (REF: WKCD-RCA-44894BR)

- Completion of Secondary 4 with subjects studied including Mathematics or equivalent;
- Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute; and
- Knowledge in application of common business software such as Microsoft Word and Excel.

All of the above technical and clerical RSS ranks (except Resident Clerical Assistant & Resident Works Supervisor II) should have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent.

Appointment will be made on contract term with Mott MacDonald Hong Kong Limited.

For interested applicants, please apply online via our career website at <https://www.mottmac.com/careers/search>, click "Login or Register" and search above Job Numbers on or before **6 March 2020**.

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.



POWER PROFILE



THE LAW AND THE STAGE

Deirdre Fu is building a strong relationship with clients to ensure that trust instruments and legal structures are executed effectively, writes **Chris Davis**

HIGH-FLYERS

In sharp contrast to law-firm themed TV programmes that feature lawyers relaxing, meeting friends and enjoying long lunches with clients, the more realistic picture is a work schedule that begins with early morning client meetings and runs late into the evenings, as Deirdre Fu, senior associate at international law firm Withers, can attest to.

As a senior private client lawyer who advises high-net-worth individuals and their families on trusts, estate and succession planning, which often involve complex multi-jurisdiction, multi-generation legal structures, Fu is not someone who complains about her work commitments. With clients coming from all over Asia, including increasingly from Mainland China, early morning client meetings are normal, while frequent changes to international tax legislation and trust regulations need constant monitoring. A process that requires regular internal briefing sessions with colleagues and late evening conference calls with the firm's global offices. In addition, Fu is responsible for developing and leading the Withers Hong Kong tax and regulatory team. "I enjoy both the technical and the human side of my work," says Fu, who explains that unlike commercial law, which mainly involves lawyer-to-lawyer communication, specialising in private client law, means she is able to work closely with individuals, many of which are entrepreneurs and successful business founders. "It's fascinating to meet successful people and help them to structure solutions that meet their estate and succession planning needs," says Fu who stresses the importance of building a strong relationship with clients to ensure that trust instruments and legal structures are executed effectively in alignment with their wishes.

Founded in London 1896, with offices in Asia, Europe and the US, Withers has traditionally differentiated itself by focusing on the needs of high-net worth individ-

uals — for example, the founders of Fortune 500 companies and the rapidly rising household name companies in Asia — but not on the organisations themselves. Similar to many other professions, while the shift to digital technologies have enabled agile working and introduced efficiencies to the private client lawyer discipline, Fu prefers traditional face-to-face meetings with clients. "It's far easier to discuss complex issues in person than by text messages or video conferences," says Fu. She also explains how setting up a trust and succession planning are sensitive topics and not always easy for the head of a company or family to discuss — but are extremely important to get right. The goal, explains Fu is to provide beneficial solutions while avoiding trust disputes similar to those involving high-profile families, which have been played out in front of the public in Hong Kong courts in recent years.

Having begun her career working in litigation with "magic circle" (an informal term used to describe what are generally regarded as the five leading UK-headquartered law firms) law firm, Clifford Chance, Fu is acutely aware of what can happen when trusts and legal entities are challenged by family rivalries and misunderstandings. "Because of my background in litigation I am sensitive to a lot of the risks, therefore, from the early planning stage I try to help clients to avoid any pitfalls," says Fu who features on the "Ones to Watch" list in Legal Week's Private Client Global Elite ranking. Fu also features as a leading private client lawyer in Who's Who Legal and recommended on both Legal 500 Asia-Pacific 2019 and the Citywealth Leaders List 2019.

Academically accomplished in both the arts and science, after studying at Malvern Girls College in the UK and earning her legal qualifications from Cambridge University, for a while Fu was undecided whether to follow in her father's footsteps and become a lawyer or pursue a career in the arts. "I chose law because it requires skills in both areas," notes Fu. As member of the Hong Kong Ballet Board of Govern-

nors, Fu's love of the arts still features prominently in her social life and community activities. "My involvement with the arts provides balance in my life," says Fu, who advises young lawyers joining the profession to look for balance. "You need to be fully committed to your work, but you also need to avoid burnout," cautions Fu. With this in mind, in spite of her busy work schedule, Fu makes time each week to attend an adult ballet class.

Fu also plays a leading role in scripting and coordinating the popular abridged version of The Nutcracker, which is performed annual by the children of Hong Kong Ballet Board of Governors committee members' and raises funds for worthwhile causes. Having taken part in ballet and different stage productions as a teenager, while Fu is no stranger to the stage, in 1997, three years after qualifying as a lawyer, she made the decision to resign from her job after auditioning and securing a part in Jackie Cheung's hugely successful Snow Wolf Lake musical. The box office hit broke Hong Kong audience attendance records and ran for a total of 42 sellout shows at the Hong Kong Coliseum. "Luckily," says Fu, "When the run of shows was over, the firm I left, Clifford Chance, offered me my job back."

More recently, Fu stepped on to a stage by joining the Advisory Committee on Agriculture and Fisheries (ACAF) to provide the Government with constructive views on the promotion of the sustainable development of agriculture land. The committee is looking at the feasibility of hydroponic farming and new methods of farming that attracts young people to explore a new type of career opportunity that is becoming popular in Taiwan and elsewhere in Asia. "While I don't come from an agricultural background, the Committee was looking for a female to provide diversity, someone to offer a fresh pair of eyes and, importantly, a lawyer not associated with the property development sector," says Fu.

Photo: Berton Chang

CAREER TRACKER



**Vicki Chui**  
BDO Limited

The accountancy and business advisory firm announced the appointment of Vicki Chui as a principal of Assurance Services. Chui has extensive experience in handling audit assignments of listed companies over a wide variety of industries, including property development, trading and manufacturing, money lending and financial services.



**Filippo Gori**  
J.P. Morgan, Asia Pacific

J.P. Morgan announced Filippo Gori as the new CEO. He will develop and oversee strategy and operations for all of the firm's businesses across 17 markets. He adds these responsibilities to his existing roles as head of Banking for Asia Pacific and CEO of Hong Kong. He reports to Asset & Wealth Management CEO and Co-President and Co-Chief Operating Officer.



**Nick Lim**  
TIBCO Software Inc.

TIBCO announced the appointment of Nick Lim as general manager of Asia Pacific and Japan. Based in Singapore, Lim will be responsible for overall business in the region and driving customer success. He will lead the sales function through the execution of a strategic go-to-market plan that fosters deep customer engagements, strengthens partnerships, and builds a powerful network of alliances.

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NEWS BITS



**China unveils new measures to mitigate coronavirus impact on economy**

BEIJING — The State Council, China's cabinet, on Tuesday unveiled a string of measures to facilitate the employment of college graduates and rural migrant workers, offer financial support to micro-, small- and medium-sized enterprises and solve the difficulties of self-employed persons to reduce the impact of the coronavirus epidemic on the economy. Xinhua



**Workers' pay is rising faster in Dallas than the rest of the US**

DALLAS — A rising economic tide is lifting workers' pay, especially in Dallas County. Private sector workers saw average wages rise by 5.1% in the 12 months ended in September, according to newly released federal data. It was the biggest increase for the period since 2016, and Dallas County's rise surpassed the average gain for the rest of the country. In four of the previous five years, wage growth in Dallas County had lagged increases nationwide. TNS



**U.S. delays removal of media firms' computers from data "lockups"**

WASHINGTON — The U.S. Labor Department's Bureau of Labor Statistics said it was delaying by at least a week its requirement that news agencies remove computers from a room it provides for coverage of embargoed economic reports. BLS said it had decided to remove computers from its data "lockups," to keep data secure prior to public release, stay ahead of changing technology and remove the advantage of media. Reuters Photos: iStock

ENGLISH FOR PROFESSIONAL USE

Proofreading fundamentals (Part 2)

In part 1 last week, we addressed grammar, spelling and punctuation, as well as a simple but useful technique of reading your text backwards to check for errors. This week, we look at four more examples of proofreading fundamentals.

**1. Read your writing aloud**

Reading your writing out loud is especially useful for mistakes with punctuation or grammar. Doing this enables you to notice when certain words or sentences do not sound natural or appropriate — you may even notice things a little bit off with your tone. Think, for example, if you really need to use that exclamation mark — **"We are really looking forward to your next visit!"** It's often best not to use exclamation marks in formal emails —

keep them to friendly emails between colleagues you know well.

**2. Use your computer's spellchecker**

This may sound obvious, but it's still astonishing how many people do not use the already built-in function of a spellchecker. A lot of modern-day software already have this function — ensure, however, you're consistent in what your spellchecker is looking out for. If your organisation tends to use British conventions of spelling, for example, then make sure your spellchecker is set to check for British English. Being inconsistent and switching between 's' and 'z' is a common pitfall. For example, using British English 's' and North American English 'z' (**organisation** vs. **organization**). Be cautious, however. A spellchecker may be able to pick up errors such as a missing letter in a word and letters the wrong way round, but it will not be able to highlight incorrect word choice — for example, the word **'hear'** when you should have written **'here'**.

**3. Have others read your work**

If you're sending an email to a really important client, then it's all the more vital to have a peer have a look at your email before you click send (remember that recalling an email doesn't always work!). A colleague may be able to spot some other common mistakes such as using words that have the same sound in English, but a different spelling and meaning (homonyms). For instance, **'Their** not available' — the correct way to phrase this would be **'They're** not available.' Occasionally, like this example, the error may be grammatical — mixing up *their*, *they're* and *there* is a habitual error that even writers, whose first language is English, make.

**4. Take a break**

Perhaps most important of all is the need to take a much-needed break between finishing your writing and proofreading your work. Avoid hitting the send button just yet. Coming back to your work with a clear mind will assist you in spotting those glaring errors.

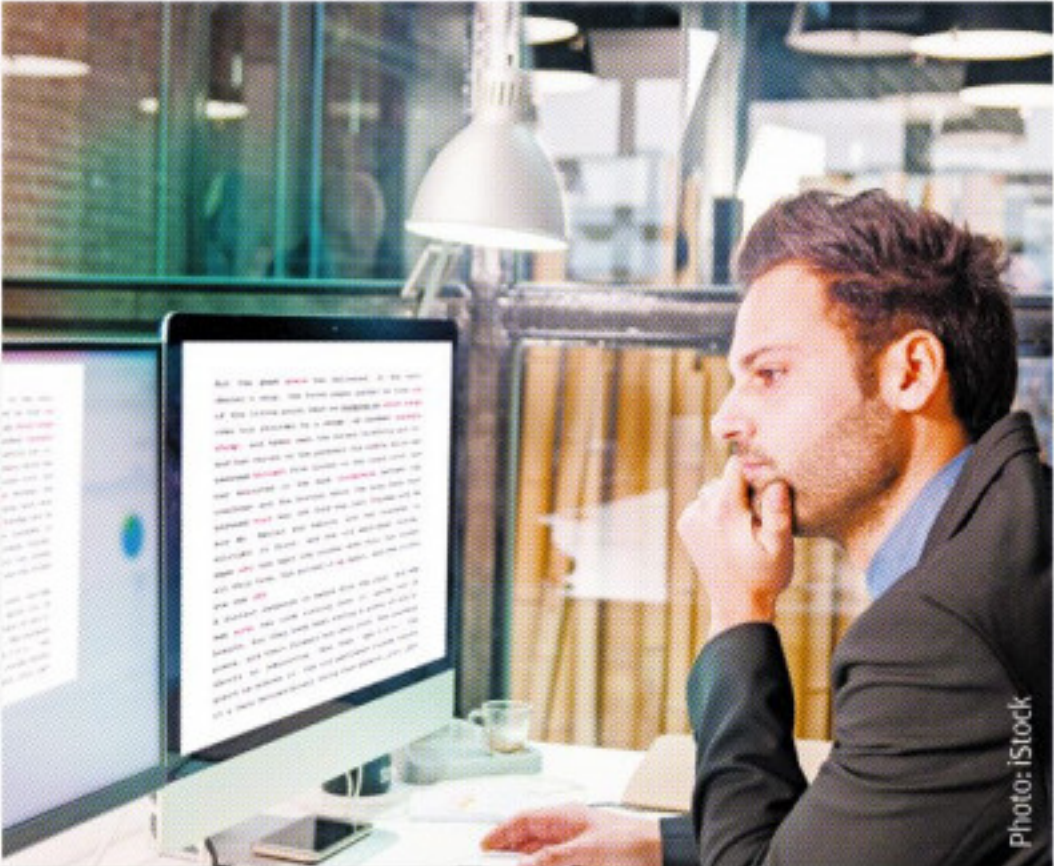


Photo: iStock

To sum up, remember that proofreading should be seen as a compulsory step in any piece of business communication. Sending consistently error-free and high-quality

emails is one easy way of ensuring you and your organisation are seen as highly reputable and professional.

For previous workplace advice articles from the British Council, please visit [www.cpjobs.com/hk/career-advice/english-for-professional-use](http://www.cpjobs.com/hk/career-advice/english-for-professional-use).



**Simon Lawfull**  
Simon works as the Academic Manager Adult Courses at the British Council in Hong Kong. Simon has over ten years of experience in teaching, training and educational management. He has a Master's degree in Applied Linguistics and TESOL, a Diploma in English Language Teaching and is currently undertaking a Master's degree in Business Administration.

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**Hong Kong Baptist University Affiliated School**  
**Wong Kam Fai Secondary and Primary School**

We are a 12-year primary and secondary through-train DSS school and offer both the HKDSE and GCE A-Level curriculums.

To strengthen our professional management team, applications are invited for the following post to serve from 1<sup>st</sup> September 2020:

**Assistant Principal**

1. Have at least 5 years' experience at senior school management level, while experience in DSS school will be an advantage;

2. Solid experience in supervising student development, including but not limited to guidance, student management, leadership programmes, moral and civic education, exchange programmes and home-school liaison;

3. Strong understanding of the latest trends in student development;

4. Have firm beliefs in whole-person education and team work;

5. Have vision and passion to develop the school to its fullest potential;

6. Be a competent leader with excellent management and communication skills.

We offer an attractive remuneration package including medical & life insurance, discretionary bonus, retirement benefits and other fringe benefits to the suitable candidate. Please send in your full CV and an application form (downloadable at <http://www.hkbuas.edu.hk>) together with copies of credentials to the **Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to [hr@hkbuas.edu.hk](mailto:hr@hkbuas.edu.hk) on or before 29 February 2020.

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



For details, please scan

BANKING & FINANCE

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 *Competition*, *ELLE*, *Esquire*, *Harpur'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. Accountant (Ref: FIN-11)

Job Responsibilities

- Responsible for full sets of accounts and daily accounting duties
- Prepare month-end reporting including various analysis reports and schedules
- Assist in budgeting and forecast exercises
- Assist in reviewing and developing effective financial/accounting policies and internal control procedures
- Liaise with auditors, tax representatives and professionals regarding audit, tax and other relevant matters
- Participate in system implementation, enhancement and monitoring
- Perform other ad hoc duties as assigned

Job Requirements

- Degree holder in Accounting or related disciplines with minimum 4 years of relevant working experience in a sizable company
- Qualified members of recognized professional accounting bodies are highly recommended
- Prior knowledge in Oracle System and Google Suite is an advantage
- Pleasant with interpersonal and problem solving skills and able to work independently
- Self-motivated, proven stable work history, detail-minded and capable of prioritizing workload
- Good presentation and communication skills

2. Account Assistant (Ref: FIN-17)

Job Responsibilities

- Assist in full sets of accounts and support month-end closing
- Handle OPEX/CAPEX and payment request
- Assist in preparing monthly management reports, month-end accounting schedules and budget exercise
- Responsible for day-to-day general accounting duties
- Monitor daily fixed assets addition, disposal and transfer record in fixed assets module
- Ensure record completeness, proper system procedures and control that can comply with company's policies and statutory requirements
- Perform other ad hoc duties as assigned

Job Requirements

- Higher Diploma or above in accounting or similar disciplines
- Minimum 2 years' commercial accounting with hands-on experience in conducting accountancy work in sizable company
- Prior knowledge in Oracle System is an advantage
- Attention to details, open-minded to adapt changes, a good team player with excellent communications and interpersonal skills, self-motivated and result-oriented
- Able to deal with multiple tasks and meet tight deadlines
- Proficiency in Google Sheet (Excel)
- Good command of both spoken and written Chinese & English

Work location for positions 1-2 will be at Causeway Bay office.

Interested parties please send curriculum vitae with full career details, salary history, availability and expected salary to:

People Department

19 Floor, Tower One, Times Square,  
1 Matheson Street, Causeway Bay,  
Hong Kong  
OR

Applications to Careers page [scmp.com/career](http://scmp.com/career)  
Please mark 'Private & Confidential' and quote reference.



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UNITED INTERNATIONAL COLLEGE

**BNU – HKBU UNITED INTERNATIONAL COLLEGE, ZHUHAI, PRC**

BNU-HKBU United International College (UIC) is located in Zhuhai, one of the most environmental-friendly cities in China, with Hong Kong to the east and Macao to the south. UIC, jointly founded by **Beijing Normal University (BNU)** and **Hong Kong Baptist University (HKBU)**, is the first full-scale collaboration between academic institutions from mainland China and Hong Kong. As a liberal arts college, UIC aims to produce graduates with an international perspective, fluent in both English and Chinese, with knowledge and experience of China, Hong Kong and the world at large. UIC offers undergraduate courses with English as the medium of instruction from four academic Divisions: Business & Management, Humanities & Social Sciences, Science & Technology and Culture & Creativity. UIC established the Graduate School in 2017 and started to offer Postgraduate Programmes, including Taught Master's Programmes in addition to Research Postgraduate Programmes that lead to MPhil or PhD degrees. UIC now invites candidates for the following positions which are expected to be filled in September 2020:

(1) **Professor/Associate Professor/Assistant Professor in e-Business Management and Information Systems (Ref: DBM191004)**

Candidates with expertise in one or more of the following areas: Database Management, Business Systems Design and Analysis, Electronic Commerce, Programming for Business Applications, IT Governance, Audit and Control, Telecommunications in Business, Decision Support and Business Intelligence Systems, Management Information Systems, Management Information Systems for Small and Medium Enterprises, Seminar in e-Business Management and Information Systems, Web Design and Development, Big Data Analysis and Applications, Information Security Management, e-Marketing, e-Customer Behaviours and Web Analytics, Developing Applications for Mobile and Social Media.

(2) **Professor/Associate Professor/Assistant Professor in Accounting (Ref: DBM191005)**

Candidates with expertise in one or more of the following areas: Auditing, Financial Accounting, Financial Reporting, Accounting Information Systems, Cost and Management Accounting, Hong Kong Taxation, PRC Taxation, PRC Economic Law, Principles of Law, Company Law, Corporate Governance and Accounting, Principles of Accounting, Risk Management, Business Valuation, International Tax Planning, Forensic Accounting, AI and Big-data in Accounting and Finance.

(3) **Professor/Associate Professor/Assistant Professor in Economics (Ref: DBM191007)**

Candidates with expertise in one or more of the following areas: Principles of Macroeconomics, Principle of Microeconomics, Intermediate Macroeconomics, Intermediate Microeconomics, International Macroeconomics, Applied Econometrics, Introduction to Empirical Economics, Games and Economic Decisions, Asia-Pacific Economics, Economic and Business Forecasting, Labour Economics, Urban Economics, Mathematical Economics.

(4) **Professor/Associate Professor/Assistant Professor in Business Studies and Management (Ref: DBM191008)**

Candidates with expertise in one or more of the following areas: Organizational Behavior, Business Ethics, Strategic Management, Marketing and Brand Management, Leadership Management, International Business, Business Communications, Principles of Marketing Management, Social Media Marketing, Marketing Strategy, Services Marketing Management, Social Enterprise Management & Social Impact Strategy, Management of Marketing Communication and Online Media, Human Resource Management, Business Research Methods, Qualitative Research Methods, Business Analytics.

(5) **Professor/Associate Professor/Assistant Professor in Applied Translation Studies (Ref:DHSS191004)**

Candidates with expertise in one or more of the following areas: Translation Technology, Computer-aided Translation, Putonghua-English Interpreting, Chinese-English Practical Translation and Translation Theory. Candidates who have teaching and industrial experience in Interpreting are to be favorably considered, so are those who are knowledgeable in Computer-Assisted Translation and proficient in relevant software application.

(6) **Professor/Associate Professor/Assistant Professor in English Language and Literature Studies (Ref: DHSS191007)**

Candidates with expertise in one or more of the following areas: Digital Humanities (preferably with experience in teaching professional writing or technical writing), Applied Linguistics, Literature and Composition.

(7) **Professor/Associate/Assistant Professor in Social Work and Social Administration (Ref: DHSS191012)**

Candidates with expertise in one or more of the following areas: Casework, Counselling, Working with Children and Families, Elderly Care, Hospice Care. The candidate is required to teach social work subjects, supervise students for their fieldwork practice as well as their final year projects, and carry out administrative responsibility as necessary. The candidate may have to supervise social work students both in Hong Kong and Mainland China during term time (concurrent placement) and summer time (block placement). For candidates from Hong Kong, they must be Registered Social Workers (RSW) approved by the Hong Kong Social Workers Registration Board.

(8) **Professor/Associate Professor/Assistant Professor in Media and Communication Studies (Ref: DHSS191213)**

Candidates with expertise in one or more of the following areas: Media and Communications, Media/Cultural History, Cultural Anthropology, Critical Sociology. Preference will be given to candidates with interests in developing graduate level courses in critical media & cultural studies. We also welcome candidates with working experiences/research interests in digital publishing and/or documentary filmmaking to develop new courses in the future.

(9) **Professor/Associate Professor/Assistant Professor in Environmental Science (Ref: DST190901)**

Candidates with expertise in one or more of the following areas: Environmental Science, Application of Geographic Information System or Remote Sensing, Environmental Data Science, Environmental Management and Auditing, Environmental Impact Assessment, Environmental Engineering and Technology, Landscape/Urban Planning, Climate Changes, Ecology and Ecological Restoration, Environmental Economics, or Environmental Law and Policy.

(10) **Professor/Associate Professor/Assistant Professor in Food Science and Technology (Ref: DST190902)**

Candidates with expertise in one or more of the following areas: Food Science, Food Chemistry, Chemistry, Food Microbiology, Food Safety, Analytical Chemistry, Nutrition, and Biological Science.

(11) **Professor/Associate Professor/Assistant Professor in Financial Mathematics (Ref: DST191008)**

Candidates with expertise in one or more of the following areas: Financial Mathematics, Advanced Probability, Mathematical Statistics, Financial Derivatives, Financial Engineering, Risk Management in Finance, International Finance, Fixed Income Securities, Timer Series for Finance, Ordinary and Partial Differential Equations, Stochastic Processes, Dynamic Programming.

(12) **Professor/Associate Professor/Assistant Professor in Statistics (Ref: DST191009)**

Candidates with expertise in one or more of the following areas: Linear Algebra, Calculus, Statistics and Probability, Regression Analysis, Multivariate Analysis, Categorical Data Analysis, optimization, Time Series Analysis, Survival Analysis, Actuarial mathematics, Data Mining and Bayesian Statistics. We are particularly interested in applicants whose research is in the field of applied statistics, data mining, logistics or actuarial mathematics. Research experience on Statistical modeling (Regression, Classification, Time-series forecasting) /Machine Learning /Text Mining /Optimization /Visualization are desirable.

(13) **Professor/Associate Professor/Assistant Professor in Data Science for Undergraduate and Master Programmes (Ref: DST191011)**

Candidates with expertise in one or more of the following areas: Database Management Systems, Programming Languages, Data Processing, Statistic, Optimization, Time Series Analysis, Data Mining and Machine Learning, Applied Numerical Methods, Big Data Computing, Data Visualization, Deep Learning and its Application, Natural Language Processing, Computer Vision and Pattern Recognition, Robotics, Business Intelligence, Data Analytics in Marketing, Logistics Intelligence, Rick Management Analytics, Statistics Modelling for Business.

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

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

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

**Closing Date: 29<sup>th</sup> March, 2020**



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

**DEPARTMENT OF REHABILITATION SCIENCES**

**Postdoctoral Fellow (three posts)** (Ref. 20022602)  
**[Appointment period: each for twelve months initially, with possibility of further appointment]**

The appointees will assist the project leader in the project - "Head's fund of Professor Hector Tsang". Applicants should (a) have a doctoral degree in Rehabilitation, Occupational Therapy, Physiotherapy, Biomedical Science, Biomedical Engineering, Neuropharmacology, Pharmacy, Neuroscience, Psychology, Social Sciences or health-related disciplines and must have no more than three years of post-qualification experience; (b) have a good command of both written and spoken English and Chinese; (c) have a strong sense of responsibility; and (d) be self-motivated and able to work independently.

Please visit the website at <http://www.rs.polyu.edu.hk/> for more information about the Department.

**Remuneration**  
A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

**Application**  
Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [jillian.zhou@polyu.edu.hk](mailto:jillian.zhou@polyu.edu.hk). Application forms can be downloaded from [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/forms.php](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. **Recruitment will continue until the positions are filled. Applications should be addressed directly to Ms Jillian Jingwen Zhou (please state Department of Rehabilitation Sciences on the envelope).** 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](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](http://www.polyu.edu.hk)

Opening Minds • Shaping the Future



漢基國際學校  
**Chinese International School**

**Opening for 2020-2021**

**Primary Chinese Teacher | Early Years**

CIS is inviting expressions of interest from native Putonghua speaking teachers with strong English communication skills for 2020-2021 school year. Applicants should hold a Degree in Chinese Language and Literature or related field, and be capable of teaching Chinese as a First and Second Language. Experience teaching early years aged students preferred. Dynamic, collaborative and suitably experienced and qualified teachers with the ability to work in a dual language environment are invited to apply.

To apply, please visit the employment section of our website at [www.cis.edu.hk](http://www.cis.edu.hk).

**Tai Kwong Hilary College (registration in progress)**

St. Hilary's Education Group has been operating private kindergartens and primary schools since 2015 in accordance with the School Motto of "Based on Virtue, in Pursuit of Excellence". We are pleased to announce that from the 2020/2021 school year, we are going to operate a new private and elite secondary school in New Territories East from 2020/2021 School Year. This new school completes our K-12 through-train education system.

**IBDP Co-ordinator**

- a Master's degree in Education with PGCE/PGDE or above
- Previous secondary school senior leadership experience is MUST
- More than 10 years' teaching experience at international school
- Demonstrated extensive teaching experience in British National Curriculum KS3 and IBDP schools
- Genuine interest and experience in teaching children with different cultural backgrounds
- Good skills and knowledge in school timetabling
- Committed to implement the vision and mission of TKHC

**TEACHERS**

We requires qualified, experienced and competent IBDP and A-level teachers in our secondary section (Year 7-12) for the following subjects:

- English/ English Literature/
- Performing Arts (Music/ Drama)
- Sciences (Physics/ Biology)
- Humanities (Business/Economics/History)
- Information Literacy
- Modern Languages (French/ Spanish)
- Physical Education
- Visual Art
- Teacher Librarian
- Laboratory Technician

The successful candidates must have a desire to work within a multicultural working environment and have good understanding of IB pedagogies.

Interested parties should contact Mr. John Cheung ([hr@sthilarys.edu.hk](mailto:hr@sthilarys.edu.hk)) for the recruitment application form of the above positions

The closing date is **31st March 2020**. Applicants who are not invited for interview within 2 weeks of the closing date may consider their applications to have been unsuccessful.

St. Hilary's Education Group is an organization which supports equal opportunities. We reserve the right to accept /reject any /all applications without assigning reasons.

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

Looking for high-flyers?  
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Classified Post



## EVENTS WATCH



# EMPLOYMENT TRENDS DEMAND MINDSET CHANGE

Great people make great companies and in an era of constant change innovative recruitment strategies are essential for a company to stay competitive throughout the hiring process. The latest Classified Post HR Conference held on January 17 featured expert speakers who envisaged a mindset change for the HR professional community when combating various challenges facing talent recruitment and retention in 2020.

Keynote speaker Mercer's Principal Brian Sy, Head of Total Rewards for Hong Kong, set the scene with his in-house research on Global Talent Trends. He highlighted that employees' day-to-day workplace experience is falling short and therefore has become a hot topic for HR professionals. He believes employee experience is shaped by an employee's expectations, their working environment and events within the main organisation concerned. "Our data showed that 30 percent of staff do not know their company's overall direction, while 44 percent were unclear about their career path, not knowing the skills with which they should equip themselves. In fact, HR can shift their mindset by exploring ways to figure out what types of experience people crave, thereby improving the whole staff experience journey. In the past, a handshake and employment contract denoted the relationship between employer and employees; but today it's about fairness, personal purpose and achievement."

Mr Sy gave an account of experience covering the four Es -- Enriching, Efficient, Embracing and Empathetic, such as whether jobs could fulfil staffs' personal values, creating a comfortable working environment and allowing them to be themselves, as well as simplifying processes and workflow in big companies. Mr Sy explained, "At Mercer we do exercises like bosses sitting down together with staff to see how their jobs can make an impact and what's vital for them. In our strategy meetings we'll bring staff's own missions into line with the organization's to harmonise the two. Indeed, staff members' important life events, such as weddings, also count as milestones. Hence, the company can identify with them and offer support."

Mr Sy said the way forward requires a change in the way companies invest in people, i.e. a loyalty contract in the 20th century versus an engagement contract today that takes care of psychological needs like achievement, equity and a broader set of rewards such as pay

benefits in exchange for organisation engagement. Four key trends are also identified: aligning current work to the future of work, e.g. Artificial Intelligence and Big Data, which means talents need new skills to deliver work in the future; building brand resonance to attract talents via social media like active posts in LinkedIn; curating the work environment for a happy workplace such as simplifying procedures with self-service employee portals or delegating responsibility for making decisions or even investing more in knowledge management, e.g. knowledge library access; and HR playing the role of delivering talents/leading changes resulting from business expansion. He said bluntly, "HR is not sited in the middle of change. If organisations intend to implement big changes, HR should from the get-go engage in ideas generation and brainstorming with management. This is because statistics show that 56 percent of implementation is done by HR."

With Gen Z accounting for 30 percent of the world population and the addition of Gen Y making up the other half of the total, Dr Felix Yip, Associate Director (Consultancy Service) at the Centre for Human Resources Strategy and Development, School of Business of Hong Kong Baptist University, contended that it's not uncommon to find four or five generations all working for the same company. This poses challenges, not just work-related but also concerning psychological perspectives, as each

generation has its own characteristics and expectations. Hence, it's vital for HR to understand their needs, with suitable business settings to engage multi-generational employees, especially talents of Gen Z, e.g. hot desking, open-air reception area, plug and play bench, use of modern technologies, project-based assignments, as well as more sharing area for Gen Z and mature staff given that age is a barrier.

When evaluating Gen X, Dr Yip highlighted that these young professionals tend to be creative and individualistic. He explained, "They are the new kids on the block who would be strongly motivated to be their own boss, rather than be entrepreneurs or employees. Many of them want a fun/work environment and flexibility in their work schedule. Unlike their predecessors they are task-oriented and free of workplace and time and, most importantly, instant messaging and rapid response differentiate them from older generations. As a result, key motivators in the workplace become indispensable. Their wish list starts with a good employee healthcare benefits package, a talent programme to engage, motivate and develop a robust career path to satisfy their desire to move around within their organisation and stronger learning and development to upskill/reskill and redeploy employees rapidly as artificial intelligence becomes more mainstream."

"It makes sense to leverage modern technology to help Gen Z to communicate, collaborate and build

relationships with other generations, like the provision of various ways to get to know one another via internal social platforms and team-based activities. Apart from encouraging transparency by building intensive engagement with corporate culture to allow Gen Z to interact with other members of the organisation directly at different levels, other plusses are honest communication, celebration of team diversity and inclusion. In fact, two-thirds of Gen Z said their goal in life was to make it to the top of their profession and 66 percent of them value feedback from their supervisor every few weeks in staying at their job."

Industry 4.0 induces a slew of cyber-physical systems like Big Data, the Internet of Things, facial recognition and augmented reality which HR can employ as a force for transformation and leverage, according to The Great Eagle Company, Limited's Head of Digital Transformation & Innovation Akina Ho. She strongly recommended that HR change the way they recruit, interview, do orientation and carry out reviews. "When recruiting new staff, the use of chatbots can speed up your pre-qualification processes like applications and online tests. It even generates reports to rank and review potential candidates. For the interview process, get candidates to send in self-recorded video interviews and use AI to process and analyse their micro-facial expressions to derive an insight score. Then rank them against the candidate pool to screen out unsuitable candidates. Instead of sticking to traditional training settings, the orientation process should be continuous and fun, e.g. video, games and even the use of Augmented Reality/Virtual Reality to display the office environment and past events before they onboard."

Ms Ho placed emphasis on changing the way HR review staff and added, "Reviews need to be value-added and relationship-building, so complete all administrative work online with AI (chatbot), to facilitate handling any sensitive questions without doing it face-to-face, which encourages employees to express concerns. Therefore, no more forms, and make it fun, personal and easy. Moreover, HR need to change the way they plan for succession. Apart from identifying talents that exist internally, it's doable with social media like LinkedIn. Still, change within an organisation starts with talents to influence culture/mindset shifts. So HR drives company transformation and they, as a force for possibilities, take the lead."

The 20-minute panel discussion



**HR is not sited in the middle of change. If organisations intend to implement big changes, HR should from the get-go engage in ideas generation and brainstorming with management**

moderated by PERSOLKELLY Consulting (HK)'s Associate Director for Learning Academy Winnie Lee proved inspiring as three of the above-mentioned speakers solicited one another's views and tips on combating challenges faced in engaging and rewarding talents this year. Topics like tips on retaining staff and tackling conflicts in a multi-generation workforce were examined, followed by a Q&A from the floor. Some seed thoughts posed interesting questions such as the worth of retaining staff to the point where they tendered their resignations; use of retention bonuses; referral by soon-to-resign staff who can promote company culture by word of mouth; listening to your staff's suggestions and instant reviewing on a regular basis; more internal team project competition to drive collaboration; and changing the method of rewarding staff, e.g. paying for skills in return for fairness.

During the lunch conference, Raymond Ng, Vice President and Head of Employee Benefits at Manulife Hong Kong, provided some insight on the evolution of retirement planning with innovation in view of the aging population and declining birth rate. By 2033, about 30 percent of the population in Hong Kong will be in the over-65 age group, affecting HR recruitment's quality and quantity".

He opined, "Age may affect productivity, so with Gens Y and Z generally characterised by smart, knowledgeable and prompt action, it's important for HR to make more good use of them and find ways to

increase their productivity. Also, consider their behaviour and loyalty, engaging with them as ways of retaining them to work longer."

Mr Ng also encouraged HR to change their mindset and equip themselves for future progress in their careers. He added, "Apart from management, HR needs to know clearly about company direction and adapt their strategy accordingly. Forward thinking is a plus as it determines the success of a company. With the electronic Mandatory Provident Fund (eMPF) slated to be launched in phases starting in 2022 this centralised platform is more member-driven, as individual members will be the key decision-makers. Self-service and digitisation are expected. In fact, HR may take a proactive role by making a difference and adding value to the company, e.g. review the MPF scheme regularly, educate employees about the MPF and related knowledge and change/add MPF providers when necessary."

Mr Ng wrapped up his presentation with a key message — Change is the key to meeting emerging retirement needs as Hong Kong's population continues to age. "Our employers and HR community are advised to embrace change, maintain a positive mindset, accept a certain degree of risk, turn HR into a 'profit maker' rather than a 'spender' through talent acquisition for their company, and in particular nurture a brain with problem-solving and trust for risk management."

"Source: Office of the Government Economist — Economic Letter 2019/02



EDUCATION



**Lingnan Institute of Further Education (LIFE)** is the self-financing arm of Lingnan University providing various full-time academic and part-time continuing education programmes, including Postgraduate Diploma, overseas top-up degree, Associate Degree, Higher Diploma, Diploma, Diploma Yi Jin and other Lifelong and professional education programmes to meet the diverse learning needs of society. Applications are now invited for the following posts:

**1. Senior Manager/Manager (Post Ref.: 20/24/S)**

The appointee will be required to (a) design and develop surveys and relevant academic quality assurance (QA) tools for collecting data for the QA of teaching and learning; (b) provide QA data analysis to inform QA and measures for quality enhancement; (c) perform both qualitative and quantitative QA report writing and follow through the implementation of QA mechanism for quality enhancement; (d) serve as secretary to committees; and (d) perform any other duties assigned.

**Requirements**

Applicants should have (i) a bachelor’s degree in any discipline; (ii) at least 5 years’ working experience preferably with relevant experience in education sector; (iii) sound knowledge in quantitative skills and related softwares; (iv) a good command of written and spoken English and Chinese. The appointees should have organizational, problem solving and interpersonal skills and should be self-initiated, well-organized and a good team player.

**2. Assistant Administrative Officer (Post Ref.: 20/25/S)**

The appointee will be required to (a) develop different e-learning and/or blended learning tools for quality teaching and learning; (b) deliver training/support services to teaching staff to facilitate adopting e-learning tools and instruments; (c) perform operational duties in support of e-learning; and (d) perform any other duties assigned.

**Requirements**

Applicants should have (i) a bachelor’s degree in any discipline; (ii) at least 2 year’s working experience preferably with relevant experience in education sector; (iii) good knowledge in e-learning and its implementation in higher education sector; and (iv) a good command of written and spoken English and Chinese. The appointees should have organizational, problem solving and interpersonal skills and should be self-initiated, well-organized and a good team player.

**3. Assistant Administrative Officer - Quality Assurance (Post Ref.: 20/26/S)**

The appointee will be required to (a) provide secretariat support to committees/working groups; (b) assist in various internal or external accreditation and audit exercises of academic quality assurance; (c) provide support for the planning and development, delivery, management and review of academic programmes; (d) draft, review and edit programme and committee documents; (e) work closely with other academic and administration teams in the Institute and liaise with government organizations; and (f) perform any duties assigned by the supervisor.

**Requirements**

Applicants should have (i) a bachelor’s degree; (ii) at least 2 years’ working experience preferably with relevant experience in tertiary education sector; (iii) a good command of written English and Chinese; and (iv) a high level of competence in MS Word, Excel, PowerPoint, Access and Chinese word processing. The appointees should have organizational, problem solving and interpersonal skills and should be self-initiated, well-organized and a good team player.

**4. Assistant Administrative Officer/ Administrative Assistant (Post Ref.: 20/27/S)**

The appointee will be required to (a) support academic quality assurance (QA) data collection and analysis; (b) provide administrative support for the implementation of QA mechanism for quality enhancement; and (c) perform any other duties assigned.

**Requirements**

Applicants should have (i) a bachelor’s degree in any discipline; (ii) at least 2 year’s working experience preferably with relevant experience in education sector; (iii) knowledge in statistical techniques; (iv) a good command of written and spoken English and Chinese; and (iv) a high level of competence in MS Word, Excel, PowerPoint, Access and Chinese word processing. The appointees should have organizational, problem solving and interpersonal skills and should be self-initiated, well-organized and a good team player.

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

Shortlisted candidates will be invited for a written test.

**Salary and Fringe Benefits**

Commencing salary will be competitive and commensurate with qualifications and experience. Fringe benefits, where applicable, include annual leave, medical and dental benefits, mandatory provident fund and gratuity. Appointment will be made on fixed-term contract, which will be renewable subject to mutual agreement.

**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: [LIFE-recruit@LN.edu.hk](mailto:LIFE-recruit@LN.edu.hk) (as attachment in MS Word format) by 10 March 2020. Please quote the reference number of the post in all correspondence. *Personal data collected will be used for recruitment purposes only.*

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



北京师范大学 联合国际学院  
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BEIJING NORMAL UNIVERSITY · HONG KONG BAPTIST UNIVERSITY  
UNITED INTERNATIONAL COLLEGE

**BNU – HKBU UNITED INTERNATIONAL COLLEGE, ZHUHAI, PRC**  
**BNU-HKBU United International College (UIC)** is located in Zhuhai, one of the most environmental-friendly cities in China, with Hong Kong to the east and Macao to the south. UIC, jointly founded by **Beijing Normal University (BNU)** and **Hong Kong Baptist University (HKBU)**, is the first full-scale collaboration between academic institutions from mainland China and Hong Kong. As a liberal arts college, UIC aims to produce graduates with an international perspective, fluent in both English and Chinese, with knowledge and experience of China, Hong Kong and the world at large. UIC offers undergraduate courses with English as the medium of instruction from four academic Divisions: Business & Management, Humanities & Social Sciences, Science & Technology and Culture & Creativity. UIC established the Graduate School in 2017 and started to offer Postgraduate Programmes, including Taught Master's Programmes in addition to Research Postgraduate Programmes that lead to MPhil or PhD degrees. UIC now invites candidates for the following positions which are expected to be filled as soon as possible:  
**(1) Dean of the Division of Culture and Creativity (Ref: DCC190901)**  
The **Division of Culture and Creativity (DCC)** offers a comprehensive, transformative and multidisciplinary approach to the studies of culture, media, design and creative industries. A range of programmes with a strong creative and practical focus is offered by the Division of Culture and Creativity, including the Bachelor of Communication (Hons) in Media Arts and Design; the Bachelor of Arts (Hons) in Cinema and Television, and Bachelor of Business Administration (Hons) in Culture, Creativity and Management.  
**The appointee** should be a visionary leader and distinguished scholar, who is eligible for faculty appointment as a full professor, preferably in one or more of these fields: Media Arts and Design; Management in Arts and Cultural Industries; Cinema and Television; Landscape Architecture; Comparative Cultural Studies; Art History. S/he reports to the President/Vice-President (Academic) and is a key member of the Senior Management Team of the College, contributing to the advancement of UIC. S/he is required to provide leadership for: (1) execution of all divisional initiatives and planning; (2) facilitation of academic and administrative development by providing effective guidance in all aspects of the Division’s academic programmes, research endeavors, and community outreach activities.  
**Candidates should have a PhD degree with substantial managerial and leadership experience with broad vision and strategic foresight as well as a strong commitment to the promotion and implementation of liberal arts education. It is highly preferred that the candidates are familiar with the education system in Mainland China and bilingual in both English and Chinese.**  
**(2) Director of English Language Centre (Ref: ELC191202)**  
The **English Language Centre (ELC)** strives to enhance students’ literacy and communication skills for their studies, careers and independent learning. ELC aims to foster an English learning environment through workshops, competitions and a number of extra-curricular activities that supports students for their ‘whole person development’, and that assists students in their pursuit of excellence in the use of the English language.  
**The appointee** should be an innovative and visionary leader who is responsible for the strategic planning and daily operation of the Centre. The Director’s duties include: 1) supervising credit-bearing courses taught by experienced native speaking teachers. Clubs and workshops organized by foreign interns for language and culture exposure also come under this supervision; 2) participating in class teaching, class design and exam marking; 3) running the Writing Resource Centre, workshops for staff and students and anything needed by the College; 4) other duties as assigned by the Senior Management Team of the College.  
**Candidates should have a PhD degree or equivalent in English Literature and Language Studies or other related disciplines, with rich experience in teaching English for non-native students. Substantial managerial and leadership experience in a multicultural educational institution would be a definite asset, as is passion for quality English language teaching and a strategic vision about liberal arts education. Preference will be given to candidates with knowledge of the education system in Mainland China and are bilingual in both English and Chinese.**  
**(3) Director of Human Resources Office (Re:HRO-A191001)**  
The College is seeking an accomplished Director of Human Resources Office to provide dynamic and strategic leadership in the development of progressive and responsive HR policies, programmes and services. Reporting to the Senior Management, this position plays a key role in leading initiatives to foster and sustain an engaging and rewarding work environment that supports the College’s long-term strategies. Areas of responsibility include organisational development, employee relations, performance management, compensation, recruitment, benefits, legal compliance, HRIS, and other related functions. The candidate should be a collaborator, effective communicator, and creative problem solver with demonstrated strategic expertise in building a high performing team. S/he should have a track record of successful policy and programme delivery, and knowledge of human resource issues impacting multinational work teams and complex organisations.  
**Candidates should have a recognized bachelor's (or a higher) degree in Business Administration, Human Resource Management or a related field and no less than 10 years of related experience. Preference will be given to applicants with knowledge of and experience in PRC labour laws and/or experience in higher education or complex public organisations. Strong organisational, presentation and interpersonal skills and demonstrated proficiency in both written and spoken English and Chinese are required. Fluency in Putonghua will be an advantage.**  
**(4) Director of Media and Public Relations Office (Ref: MPRO-A191201)**  
**The appointee** is required to provide leadership for: 1) liaison with programmes/units to collect information and identify news opportunities of interest to international/local media; 2) delivery of strategic guidance and implementation of the PR plans; 3) organization of College Communication projects and events; 4) handling queries from different media sectors and internal staff; 5) development and management of the College PR and image strategy both internally and externally.  
**Candidates should have a recognized degree in Communication, Marketing, Journalism or related disciplines. S/he should have a dynamic personality with excellent event-organisation, time-management, problem-solving and communication skills. The candidate is expected to be creative, highly self-motivated with extensive experience in related field. Superb language proficiency (written and spoken) in both English and Chinese is required for this position.**  
**Appointment Terms**  
Appointment to these positions will initially be made on a fixed-term contract of two or three years. Commencing salaries will be commensurate with qualifications and relevant experience. Fringe benefits include housing allowance, leave and medical insurance. Continuation of appointment beyond the initial term will be subject to mutual agreement.  
**Application Procedures**  
Please send your application by emailing to [recruit@uic.edu.hk](mailto:recruit@uic.edu.hk). Application should include a curriculum vitae and a completed “Job Application Form” which can be downloaded from <http://web.uic.edu.hk/en/hr/job-opportunities/application-procedure>. Please indicate the position being applied for, including the field of expertise, level and reference number. The College reserves the right not to fill these positions, or to extend the search until suitable candidate is identified or to make an appointment by invitation.  
**Closing Date: 29<sup>th</sup> March, 2020**

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

**Full-Time Kindergarten NET**

We are accepting applications for: Full-Time NET

**Job Description:**

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

**Requirements:**

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

**Commencement: August 2020**

Interested parties, please send C.V. with a recent photo, cover letter, and expected salary to [lykg.recruit@gmail.com](mailto:lykg.recruit@gmail.com).

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



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

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 & Television, Music, Theatre & Entertainment Arts, and Chinese Opera, create 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 Dance offers full-time programmes from sub-degree Diploma to MFA level, together with its part-time Gifted Young Dance Programme. In keeping with its conservatoire status, the School's philosophy is centred around performance practice, and reflects the unique cultural mix of Hong Kong, with emphasis on both Chinese and Western traditions. The principle of integration is a key defining feature of the School, with the integration of theory and practice a primary objective.

The School is now recruiting the following two positions:

**(1) SENIOR LECTURER / LECTURER (CONTEMPORARY DANCE)  
Ref: SL/L(ConD)**

The postholder is responsible for teaching and developing curriculum in Contemporary Dance Technique and other courses at all levels and for choreographing work for student productions for the Academy's performances as well as for tours. He/She is also responsible for providing administrative support to the Head of Contemporary Dance by assisting in the planning, scheduling, curriculum development, staff development, assessment, and evaluation of all aspects of the contemporary dance programme.

**(2) SENIOR LECTURER (DANCE SCIENCE) Ref: SL(DSc)**

The postholder will be required to take a leading role across all Dance Science strands course/ programmes offered by the School of Dance, as well as leading the development of the School's Dance Science Lab. He/She is required to teach and develop curriculum for dance science, somatic, and conditioning-based courses at both graduate and undergraduate level. He/She is also responsible for providing administrative support to the Dean by assisting in programme planning, advising and assessing students, auditions and performances.

For both posts, applicants should hold a degree in dance, or be able to demonstrate equivalent professional experience. Tertiary teaching experience (preferably in a conservatoire context), and a substantial portfolio of professional practice and/or publications are also highly desirable.

**Applicants should also be able to demonstrate:**

- A good understanding of dance practice in the contemporary context;
- A commitment to best practice in learning and teaching;
- A commitment to the integration of practice and theory; and to practice-as-research;
- Fluency in spoken and written English.

Experience in teaching in a multi-cultural context, and fluency in spoken and written Chinese would be an advantage.

**Those with lower qualification or less experience may be considered for appointment at Lecturer grade.**

**TERMS OF APPOINTMENT**  
Appointments 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 at Senior Lecturer grade.

**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](mailto:hro@hkapa.edu)

Closing date for application is **28 March 2020**. Please quote reference code on the envelope. Information is also available on the Academy's website [www.hkapa.edu](http://www.hkapa.edu).

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



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

**FACULTY OF ARTS**  
**Language Centre**  
**Lecturer II / Assistant Lecturer (Putonghua Section) (PR0298/19-20)**  
The appointee is expected to (i) teach Putonghua and Mandarin subjects; (ii) design and compile subject materials, supplementary and self-learning materials; (iii) conduct Putonghua proficiency tests used by the Centre; and (iv) perform other duties as assigned by the Head of the Language Centre and the Head of the Putonghua Section.  
Applicants should hold a Master's degree in Chinese or Linguistics, and a Bachelor's degree in Chinese Language and Literature. They should be able to speak fluent Putonghua, and have attained first class in the Putonghua Shuiping Ceshi (PSC). They should also be fluent in Cantonese and English and be capable to handle English documents. Preference will be given to those who have experience in teaching Putonghua and Chinese at tertiary level in Hong Kong. Applicants are also expected to be familiar with Chinese input methods and computer software (e.g. Excel, Word, PowerPoint, etc.)  
Applicants are required to specify how their qualifications match the above requirements in the cover letter and provide supporting documents in their applications.  
Initial appointment will be offered on a fixed-term contract of one year commencing September 2020. Re-appointment thereafter will be subject to performance review, mutual agreement and availability of funding.  
*Rank and salary will be commensurate with qualifications and experience.*  
**Application Procedure:**  
Applicants are invited to submit their applications at the HKBU e-Recruitment System ([jobs.hkbu.edu.hk](http://jobs.hkbu.edu.hk)) and send in the latest teaching evaluation results. Those not invited for interview 4 months after the closing date may consider their applications unsuccessful. All application materials including publication samples, scholarly/creative works will be disposed of after the completion of the recruitment exercise. 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 March 2020**

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by AMG Tutorial Centre**  
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Are you level-headed and professional?  
We now need full-time and part-time tutors for:  
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You'll need to have a **relevant** honours degree and be a **fluent English speaker**. Please email a detailed covering letter and résumé to Liz Gower:  
[gower@amghk.com.hk](mailto:gower@amghk.com.hk)

**A Gov'n't Aided Christian Secondary School** seeks qualified (Related Degree with PGDE and experience)  
**Native-speaking English Teacher (NET)**  
(w.e.f. 2020 academic year)  
Please write to **Carmel Pak U Secondary School, Tai Yuen Estate, Tai Po, Hong Kong**  
(Personal data will be collected for recruitment purpose only)

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Monthly salary \$16,840.  
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EDUCATION



嶺南大學持續進修學院  
LINGNAN INSTITUTE OF FURTHER EDUCATION

**Lingnan Institute of Further Education (LIFE)** is the self-financing arm of Lingnan University providing various full-time academic and part-time continuing education programmes, including Postgraduate Diploma, overseas top-up degree, Associate Degree, Higher Diploma, Diploma, Diploma Yi Jin and other Lifelong and professional education programmes to meet the diverse learning needs of society. Applications are now invited for the following post:

**Assistant Director/Senior Manager (Post Ref.: 20/20/SW)**

The appointee will assist the Director of LIFE in overseeing the academic quality assurance of the school and the operation of the quality assurance and registry service offices, including (a) student admissions, registration and other registry matters; (b) academic rules and regulations; (c) quality assurance processes and submissions; (d) liaison with quality assurance regulatory bodies on accreditation and other quality assurance matters; and (e) committee works.

**Requirements**

Applicants should have a recognized higher degree and substantial working experience in registry or quality assurance gained in the tertiary education sector. Candidates should also have strong leadership, interpersonal and communication skills, and excellent command of written and spoken English and Chinese. *Candidates with less/more experience will also be considered for at a relevant rank.*

Shortlisted candidates will be invited for a written test.

**Salary and Fringe Benefits**

Commencing salary will be competitive and commensurate with qualifications and experience. Fringe benefits, where applicable, include annual leave, medical and dental benefits, mandatory provident fund and gratuity. Appointment will be made on fixed-term contract, which will be renewable subject to mutual agreement.

**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: [LIFE-recruit@LN.edu.hk](mailto:LIFE-recruit@LN.edu.hk) (as attachment in MS word format) by **4 March 2020**. Please quote the reference number of the post in all correspondence. *Personal data collected will be used for recruitment purpose only.*

*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.*

### Recruitment of Native-speaking English Teachers (NETs) for Primary and Secondary Schools in Hong Kong

The Education Bureau cordially invites you to apply for the NET positions in public-sector primary and secondary schools in Hong Kong.

NETs are required to teach English as a second language to Hong Kong students and assist in teacher and curriculum development in public-sector primary schools (for students aged between 6 and 12), secondary schools (for students aged between 12 and 18) and schools for students with Special Educational Needs (SEN).

**QUALIFICATIONS FOR APPOINTMENT**

Applicants should be native-speakers of English or possess native-speaker English competence and they have to fulfill the qualification requirements under the NET Scheme. For more information and download of application forms, please visit the following webpages:

**(A) For primary school NETs :** <http://www.edb.gov.hk/pnet>

**(B) For secondary school NETs :** <http://www.edb.gov.hk/snet>

**TERMS AND CONDITIONS OF APPOINTMENT**

- The appointment will be on a two-year contract basis, normally starting in mid-August and ending in mid-August two years later, subject to renewal after expiry.
- Remuneration package:
  - i. Salary from HK\$30,165 – HK\$58,345 per month (primary)
  - ii. Salary from HK\$30,165 – HK\$70,090 per month (secondary)
  - iii. End of contract gratuity for satisfactory performance and conduct
  - iv. Retention incentive for satisfactory completion of continuous service in the NET Scheme from third year onwards
  - v. Passage, baggage, medical allowances and a special allowance of HK\$20,989 per month are provided for eligible appointees whose normal place of residence is established as outside Hong Kong and if he/she or his/her spouse is not receiving any similar benefits.
- The salary and the terms and conditions of service to be offered are subject to the appointee's qualifications and post-qualification teaching experience and the prevailing conditions at the time the offer of appointment is made.


**DETAILS**

Successful candidates will be placed into the EDB's central candidate pool for eligible schools' selection upon their requests. For details about the NET Scheme including the terms and conditions of appointment, please visit the following webpage: <http://www.edb.gov.hk/net>

**APPLICATION**

Applicants applying for the above position for the 2020/21 school year should send in the completed standard application form with supporting documents **by post, by fax or in person** to the following address by **13 March 2020**.

NET Administration Team  
Room 1110, 11/F Wu Chung House  
213 Queen's Road East, Wan Chai, Hong Kong  
Fax No: (852) 2123 1239  
Tel No: (852) 2892 6426 or (852) 3540 6933  
Email: [netrecruit@edb.gov.hk](mailto:netrecruit@edb.gov.hk)



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:-

**Department of Curriculum and Instruction**

**(1) Professor / Associate Professor / Assistant Professor in Early Childhood Education (Ref. 20000078)**

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. The Department now invites applications for appointment as 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.

Appointment 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 April 1, 2020. Applications will be accepted until the post is filled.

**Physical Education Unit**

**(2) Lecturer / Assistant Lecturer (Ref. 2000006L) (Closing date: March 6, 2020)**

Applicants should have (i) a relevant Master's degree; and (ii) relevant experience in teaching and coaching at secondary school or university level, organizing sports activities, and physical education administrative duties. Applicants with four years' or more post-master relevant experience may be considered for appointment at Lecturer rank.

The appointee will (a) teach physical education courses for full-time undergraduate and international students (including tennis, badminton, physical conditioning, basketball, volleyball, track & field, swimming, handball, soccer, table tennis, squash, etc.); and (b) undertake coaching during term time and summer months.

Appointment will initially be made on contract basis for up to two years commencing August 2020, renewable subject to mutual agreement.

**Application Procedure**

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



香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:

**School of Architecture**

**Project Assistant II (Ref. 2000007F) (Closing date: March 9, 2020)**

The appointee will be responsible for (a) providing administrative and secretarial support to academic programmes; (b) providing logistics support to events, student activities and academic visits; (c) handling purchasing and bookkeeping for various kinds of expenditure; (d) performing data entry and filing record; (e) providing frontline services for the facilities of School ; and (f) performing daily office routines and other tasks as assigned.


Applicants should have (i) completed secondary education, preferably with post-secondary qualification(s); (ii) at least 5 passes in HKCEE, including Grade E/Level 2 or above in Chinese, and Grade D/Level 3 or above in English (Syllabus B) and Mathematics; OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese, and Level 3 or above in English and Mathematics): Level 2 or above in NSS subjects, "Attained" or above in AL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) fast and accurate English and Chinese word-processing skill; (iv) a good command of written and spoken English and Chinese (including Putonghua); (v) good and accurate data and information management skills; (vi) good interpersonal and communication skills; (vii) proficiency in computer applications, including MS Word, Excel and PowerPoint; (viii) a strong sense of responsibility; (ix) a positive attitude and team spirit to work along with other colleagues; (x) a diligent, mature, self-motivated and well-organised work attitude; and (xi) the ability to work independently and efficiently 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 will NOT be considered.


Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, 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>.



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



The University invites applications for the following positions:

**Department of Management**

**(1) Research Assistant (Job ID: 5178)**

The appointee will mainly perform data entry/coding, cleaning, and manipulation. There may be some preliminary analyses with research data.

Applicants who are pursuing a master's or higher degree in social sciences would be preferred. They should be able to work independently. Full proficiency in Stata is a must. Both full-time and part-time contracts are possible. (Duration: 6 months, renewal subject to mutual agreement)

*(Candidates who have applied for the position posted in Oct 2019 need not re-apply.)*

**Department of Computer Science and Engineering**

**(2) Research Assistant (Job ID: 5179)**

HKUST Cybersecurity lab is looking for experienced programmers to join the research and the development of the cutting edge next-generation technology for software security.

The appointee will be working with the research team to primarily focus on the required engineering tasks.

Applicants should have a bachelor's degree. The candidate should be a good programmer in C/C++ and familiar with Linux-based operating and development environment.

Interested applicants are requested to send their applications to Mr. Heping Huang ([hhuangaz@cse.ust.hk](mailto:hhuangaz@cse.ust.hk)) with subject [RA-Application]. **(Closing date: Monday, 20 April 2020)**

**Multimedia Technology Research Center (MTrec)**

The appointees will work in a rigorous R&D environment to develop state-of-the-art technologies in one of the 3 projects: Indoor Localization, IoT Sensing and Video/Data Analytics. The team will work closely with the related industries. This is an opportunity for the appointees to be involved in full software product life cycles, and to have exposure in a team-oriented working environment.

**(3) Manager (Job ID: 5180)**

The appointee will oversee the whole development process in one of the following areas: indoor localization, IoT sensing and video/data analytics. He/She needs to ensure that the deliverable deadlines are met; manage team members and oversee the day-to-day operations of the projects; take care of both managerial and technical matters; provide technical leadership and coordinate the integration of different project modules to develop good prototypes with industrial relevance; and visit local and overseas companies in various regions to obtain user requirements, establish collaboration and transfer the technologies to industry. He/She will help apply for new funding to sustain the project if necessary.

Applicants should have at least a master's degree in computer science or related disciplines with a minimum of 5 years of industrial experience, among which at least 2 years are in project management in an advanced R&D environment. Experience in software management and networking skills is required. Strong organizational, problem-solving and communication skills are necessary. The appointee should be proficient in Cantonese, Putonghua and English, especially in English technical writing. Cultural awareness of business practices covering Hong Kong, Mainland China and the US is important but not essential. Familiarity with the funding schemes around the area, experience in VC fund raising and commercialization spirit are highly preferred. (Duration: 6 months to 1 year, renewable)

**(4) Assistant Manager(s) (Job ID: 5181)**

The appointees will participate and provide leadership in the design, research, development and trial processes, and create products that can be easily extended, integrated and maintained.

Applicants should have a master's or a PhD degree in computer science, and preferably with 2 to 3 years of relevant work experience. Solid experience in C/C++/JAVA software development and experience in Linux and/or Visual Studio are required.

**(5) Research Assistant (Job ID: 5182)**

The appointee will participate in the design, research, development and trial processes, and create products that can be easily extended, integrated and maintained.

Applicants should have a bachelor's degree in computer science/engineering and/or information technology, as well as solid experience in C/C++/JAVA/JavaScript/PHP/ASP.NET and/or Python software development, in Linux/Visual Studio and/or mobile application. Fresh graduates are welcome to apply.

For posts (4) and (5), a solid background in network programming and wireless network, web programming or mobile programming is required. Experience in database and middleware development will be a plus. The appointee should be independent and team-oriented; and have good technical background, organizational, interpersonal and social communication skills.

For posts (1), (3) to (5), review of applications will continue until the positions are filled.

Duration of Appointment: Unless stated otherwise, the above positions will normally be of one year duration with a possibility of renewal.

Medical benefits and paid leave will be provided where applicable.

**Application Procedure**

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Sunday, 8 March 2020**, unless indicated otherwise. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

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GENERAL



The Treasury

## Contract Assistant Accounting Manager (Non-Civil Service Vacancy)

**Salary: HK\$41,800 per month**

**Closing Date for Application: 6 March 2020**

**Tel. Enquiry: 2829 5034**

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

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Hyder Consulting Limited,  
and Meinhardt Infrastructure and  
Environment Ltd Joint Ventre

Hyder - Meinhardt JV has been appointed by Civil Engineering Development Department as the Consultants for Agreement No. CE 38/2008 (HY) - Kai Tak Development - Trunk Road T2 and Infrastructure at South Apron project consisting of Contract No. KL/2014/03 and Contract No. ED/2018/04. Contract No. KL/2014/03 is a construction contract including the construction of an approximately 420m long supporting underground structure (SUS) underneath Shing Cheong Road and Cheung Yip Street and widening / re-alignment of Shing Cheong Road and Cheung Yip Street, which has commenced in late 2015 for completion in 2020. The Contract No. ED/2018/04 is primarily for the design, construction and commissioning of a 3.4km long dual two-lane trunk road of approximately, about 3.1km of which is to be constructed in the form of tunnel, including an approximately 2.1km of subsea tunnel to be constructed using Tunnel Boring Machine. The Contract also includes Infrastructure Works for Developments at the Former South Apron. The Contract includes civil, structural, E&M and landscape works to support the Trunk Road T2 and the remaining infrastructure developments at the South Apron of the former Kai Tak Airport commenced in late 2019 for completion in 2026. We now invite applications for the following Resident Site Staff positions:

Resident EngineerRef No. T2/RE-20200101

Candidates should have

- \* Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline.
- \* Qualified Competent Supervisor for blasting works with at least 4 years of relevant experience on blast design and supervision of blasting works would be considered for the Resident Engineer (M) post.

Resident Engineer(Geotechnical)Ref No. T2/RE(G)-20200102

Candidates should have

- \* Corporate Membership of the Hong Kong Institution of Engineers or equivalent in Civil or Geotechnical discipline, with minimum 2 years of experience in geotechnical engineering; or
- \* Recognized professional qualification in engineering geology or geology or equivalent, such as Chartered Geologist Status of the Geological Society of London, UK, with minimum 2 years of experience in engineering geology or geology.
- \* experience in tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Engineer (Tunnel)Ref No. T2/RE(T)-20200103

Candidates should have

- \* Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline; and
- \* experience in tunnelling projects would be an advantage.

Resident Engineer (Building Services)Ref No. T2/RE(B&S)-20200104

Candidates should have

- \* Corporate Membership of the Hong Kong Institution of Engineers or equivalent in Building Services discipline, Electrical discipline or Mechanical discipline with min 2 years of experience in building services.
- \* experience on design, construction and commissioning of building services for ventilation building would be an advantage.

Resident Engineer (Community Liaison)Ref No. T2/RE(CL)-20200105

Candidates should have

- \* Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline; and
- \* experience in public relations and tunnelling projects would be an advantage.

Assistant Resident EngineerRef No. T2/ARE-20200106

Candidates should have

- \* Bachelor Degree from University or equivalent in an appropriate discipline, with formal training pre-approved by appropriate professional institution / institute; with at least 3 years of relevant post-qualification experience.

OR

- \* Bachelor Degree from University or equivalent in an appropriate discipline, with at least four or five years' post-academic qualification experience in professional field and level; with 5 years of relevant post-qualification experience.

Resident Senior Inspector of Works (Tunnel)Ref No. T2/RSIOW(T)-20200108

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 13 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Senior Inspector of Works (Community Liaison)Ref No. T2/RSIOW(CL)-20200109

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 13 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience in public relations and tunnelling projects would be an advantage

Resident Senior Inspector of Works (Safety and Environmental)Ref No. T2/RSIOW(S&E)-20200110

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 13 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience on safety and environmental issues for tunnel contracts would be an advantage.

Resident Inspector of WorksRef No. T2/RIOW-20200111

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 8 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)

Resident Inspector of Works (Tunnel)Ref No. T2/RIOW(T)-20200112

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 8 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Inspector of Works (Safety and Environmental)Ref No. T2/RIOW(S&E)-20200113

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 8 years of relevant post-qualification experience; or
- 5 years of relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience on safety and environmental issues for tunnel contracts would be an advantage.

Resident Assistant Inspector of Works (Tunnel)Ref No. T2/RAIOW(T)-20200115

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 3 years of relevant post-qualification experience; or
- 5 years of relevant experience inclusive of 1 year of year of relevant experience as Resident Works Supervisor or equivalent in an appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or
- 3 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor I or equivalent in an appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Assistant Inspector of Works (Safety and Environmental)Ref No. T2/RAIOW(S&E)-20200116

Candidates should have

- \* either a Diploma or Higher Certificate from Construction Industry Council in Hong Kong or Hong Kong Institute of Construction / Vocational Training in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; with
- at least 3 years of relevant post-qualification experience; or
- 5 years of relevant experience inclusive of 1 year of year of relevant experience as Resident Works Supervisor or equivalent in an appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or
- 3 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor I or equivalent in an appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience on safety and environmental issues for tunnel contracts would be an advantage.

Resident Works Supervisor IRef No. T2/RWSI-20200117

Candidates should have

- \* a 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 or equivalent in an appropriate discipline; with Successfully Completed a recognized technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- 5 years of experience as a skilled worker in appropriate discipline.
- 3 years relevant post-qualification experience; or
- 3 years relevant experience as Resident Works Supervisor II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)

Resident Works Supervisor I (Tunnel)Ref No. T2/RWSI(T)-20200118

Candidates should have

- \* a 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 successfully completed a recognized technician apprenticeship in an appropriate discipline; or successfully completed a recognized craft apprenticeship with two years of experience as a skilled worker in an appropriate discipline; or 5 years of experience as a skilled worker in an appropriate discipline; with
- at least 3 years relevant post-qualification experience; or
- 3 years relevant experience as Resident Works Supervisor II or equivalent in public works project or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Works Supervisor I (Building)Ref No. T2/RWSI(B)-20200119

Candidates should have

- \* a 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 successfully completed a recognized technician apprenticeship in an appropriate discipline; or successfully completed a recognized craft apprenticeship with two years of experience as a skilled worker in an appropriate discipline; or 5 years of experience as a skilled worker in an appropriate discipline; with
- at least 3 years relevant post-qualification experience; or
- 3 years relevant experience as Resident Works Supervisor II or equivalent in public works project or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)
- \* experience on tunnel ventilation buildings would be an advantage.

Resident Works Supervisor IIRef No. T2/RWSII-20200120

Candidates should have

- \* a 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 or equivalent in an appropriate discipline Successfully Completed a recognized technician apprenticeship in an appropriate discipline; or Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- 5 years of experience as a skilled worker in appropriate discipline.

Resident Works Supervisor II (Tunnel)Ref No. T2/RWSII(T)-20200121

Candidates should have

- \* a Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction/ Vocational Training Council in Hong Kong / Technical Institute / Technical College / Polytechnic University / Polytechnic in Hong Kong or equivalent in an appropriate discipline; or successfully completed a recognized craft apprenticeship with two years of experience as a skilled worker in an appropriate discipline; or 5 years of experience as a skilled worker in an appropriate discipline.
- experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Senior Survey Officer (Engineering)Ref No. T2/RSSO(E)-20200122

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University / Polytechnic or equivalent in an appropriate and; with
- at least 7 years of relevant post-qualification experience; or
- 7 years relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or those listed in Section 4.5.2. of RSS Management Handbook. (Note 1)
- experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Survey Officer (Engineering)Ref No. T2/RSO(E)-20200123

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University / Polytechnic or equivalent in an appropriate discipline.
- experience in supervision of tunnel construction in general, and tunnels constructed using Tunnel Boring Machines in particular, would be an advantage.

Resident Senior Survey Officer (Quantity)Ref No. T2/RSSO(Q)-20200124

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University / Polytechnic or equivalent in an appropriate and; with at least 7 years of relevant post-qualification experience; or
- 7 years relevant experience as Resident Survey Officer (Quantity) or equivalent in public works projects or those listed in Section 4.5.2. of RSS Management Handbook.(Note 1)

Resident Survey Officer (Quantity)Ref No. T2/RSO(Q)-20200125

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University /Polytechnic or equivalent in an appropriate discipline.

Resident Senior Technical OfficerRef No. T2/RSTO-20200126

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University / Polytechnic ior equivalent in an appropriate discipline; with
- at least 7 years' relevant post-qualification experience; or
- 7 years' relevant experience as Resident Technical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook. (Note 1)

Resident Technical OfficerRef No. T2/RTO-20200127

Candidates should have

- \* either a 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 / Hong Kong Polytechnic University / Polytechnic ior equivalent in an appropriate discipline;

Resident Clerical Officer(Community Liaison)Ref No. T2/RCO(CL)-20200128

Candidates should have

- \* Level 2 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent and Chinese word processing speed of 20 words per minute and English word processing speed of 50 words per minute and knowledge in the application of common business software (e.g. Microsoft Word and Excel), with either 6 years of post-qualification experience or 6 years of relevant experience as Resident Assistant Clerical Officer or equivalent in public works projects for those listed in Section 4.5.2 of the RSS Management Handbook (Note 1); or Level 2 / Grade E or equivalent or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent and Chinese word processing speed of 20 words per minute and English word processing speed of 50 words per minute and knowledge in the application of common business software (e.g. Microsoft Word and Excel), with either 6 years of post-qualification experience or 6 years of relevant experience as ResidentAssistant Clerical Officer or equivalent in public works projects for those listed in Section 4.5.2 of the RSS Management Handbook (Note 1)
- \* Good writing skills in both Chinese and English along with previous experience in handling complaints or enquiries and Public relations would be an advantage.

Resident Clerical AssistantRef No. T2/RCA-20200129

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 50 word per minute; and knowledge in application of common business software (e.g. Microsoft Word and Excel)

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

Successful applicants will be appointed by Arcadis Design & Engineering Limited (formerly known as Hyder Consulting Limited) or or Meinhardt Infrastructure and Environment Ltd. The salary, benefits and contract terms will be made reference to the prevailing Government's terms and conditions at the time of employment. Salary will be commensurate with qualifications and relevant working experience.

Applicants are requested to send Confidential applications, one for each post, with full resume, starting earliest availability and contact telephone number(s) to reach the address given below, no later than **28 March 2020**:

Human Resources Department (RSS) Arcadis Design & Engineering Limited  
17/F, Two Harbour Square, 180 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong.

Applicants are advised that if no response has been received within two months from 28 March 2020, their applications should be considered unsuccessful. (Personal data collected will be used for the recruitment purpose only. The companies will retain the personal data of the applicants for a maximum period of 12 months, after which their personal data will be destroyed.)



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**AECOM**

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.

**T : 2565 8822    E : [classified@scmp.com](mailto:classified@scmp.com)**

**Classified Post**

**AECOM**

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.



**BLACK & VEATCH**

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





Ove Arup & Partners Hong Kong Limited

The leading international consulting engineering companies have been appointed by the Highways Department as the Consultants for **Agreement No. CE43/2010 (HY) – Central Kowloon Route – Design and Construction Assignment**.

Central Kowloon Route (CKR) is a 4.7 km long dual 3-lane trunk road in Central Kowloon linking Yau Ma Tei Interchange in West Kowloon with the road network on Kai Tak Development and Kowloon Bay in East Kowloon. The works in this Project has commenced in stages for commissioning by 2025.

We now invite applications for the following Resident Site Staff positions which will be filled gradually in this project. The incumbents may be required to work irregular hours, overtime, at night and on shifts including Saturdays, Sundays and public holidays and to carry out supervision outside Hong Kong when required.

Candidate who has been invited for Resident Site Staff interview after 28 June 2019 do not need to apply for the same rank.

**SENIOR RESIDENT ENGINEER (E&M/TCSS/CCMS/ELV/Fire Services)**  
**(Job Number: 44915BR)**

- Qualifications & Experience required**
- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
  - At least 5 years of relevant post-qualification experience; AND
  - Experience in management of mega scale and multi-discipline infrastructure involving E&M system, fire services inspection, TCSS, telecommunication system and computerised control system will be an advantage

**RESIDENT ENGINEER (Programme) (Job Number: 44916BR)**

- Qualifications & Experience required**
- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
  - Shall have experience in programme assessment and use of Primavera P6

**RESIDENT ENGINEER (Bridge/Civil/Interface) (Job Number: 44917BR)**

- Qualifications & Experience required**
- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
  - Shall have experience in quality assurance and control for construction

**RESIDENT ENGINEER (Fire Services) (Job Number: 44981BR)**

- Qualifications & Experience required**
- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
  - Shall have experience in fire services inspection of infrastructure project

**RESIDENT ENGINEER (CCMS/ELV) (Job Number: 44918BR)**

- Qualifications & Experience required**
- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
  - Shall have experience in computerised control system, telecommunication and ELV systems

**RESIDENT LANDSCAPE ARCHITECT (Job Number: 44920BR)**

- Qualifications & Experience required**
- Professional member of the Hong Kong Institute of Landscape Architects, or equivalent

**ASSISTANT RESIDENT ENGINEER**

**(E&M/Tunnel E&M/BSE/Fire Services) (Job Number: 45012BR)**

- 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

**ASSISTANT RESIDENT ENGINEER (TCSS/CCMS/ELV) (Job Number: 44922BR)**

- 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

**ASSISTANT RESIDENT ENGINEER (Structural/Bridge/Geotechnical)**  
**(Job Number: 44923BR)**

- 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
  - Possess the qualification as a Resident Explosive Supervisor as approved by Mines Division of CEDD will be an advantage

**ASSISTANT RESIDENT ENGINEER (Programme/Contract/Civil/Interface)**  
**(Job Number: 44925BR)**

- 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 LANDSCAPE ARCHITECT (Job Number: 44926BR)**

- Qualifications & Experience required**
- Master Degree in Landscape Architecture from University in Hong Kong or equivalent; AND
  - At least 2 years of relevant post-qualification experience

**ASSISTANT RESIDENT ARCHITECT (Job Number: 44927BR)**

- Qualifications & Experience required**
- Master Degree in Architectural Study from University in Hong Kong or equivalent; AND
  - At least 1 year of relevant post-qualification experience

**RESIDENT INSPECTOR OF WORKS**  
**(E&M/TCSS/Tunnel E&M/BSE/CCMS/Fire Services) (Job Number: 44928BR)**

- 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 listed in Section 4.5.2 of the RSS Management Handbook

**RESIDENT INSPECTOR OF WORKS**  
**(Structural/Civil/Tunnel/Geotechnical/Interface) (Job Number: 44929BR)**

- 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 listed in Section 4.5.2 of the RSS Management Handbook
  - Possess the qualification as a Resident Explosive Supervisor as approved by Mines Division of CEDD will be an advantage

**RESIDENT CLERK OF WORKS (Job Number: 44930BR)**

- 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 Building discipline; AND
  - At least 8 years of relevant post-qualification experience, or
  - At least 5 years of relevant experience as Resident Assistant Clerk of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

**RESIDENT ASSISTANT CLERK OF WORKS (Job Number: 44934BR)**

- 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 Building 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 Building discipline in public works projects or those 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 Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

All of the above technical and clerical RSS ranks (except Resident Works Supervisor I and Resident Work Supervisor II) should have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent.



Mott MacDonald Hong Kong Limited

**RESIDENT ASSISTANT INSPECTOR OF WORKS**  
**(E&M/TCSS/Tunnel E&M/BSE/CCMS/Fire Services) (Job Number: 44931BR)**

- 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 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 listed in Section 4.5.2 of the RSS Management Handbook

**RESIDENT ASSISTANT INSPECTOR OF WORKS**  
**(Structural /Civil/Tunnel/Geotechnical) (Job Number: 44932BR)**

- 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 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 listed in Section 4.5.2 of the RSS Management Handbook
  - Possess the qualification as a Resident Explosive Supervisor as approved by Mines Division of CEDD will be an advantage

**RESIDENT WORKS SUPERVISOR I**  
**(Structural/ABWF/Civil/Tunnel/Geotechnical) (Job Number: 44935BR)**

- 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 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
  - Possess the qualification as a Resident Explosive Supervisor as approved by Mines Division of CEDD will be an advantage

**RESIDENT WORKS SUPERVISOR I**  
**(E&M/TCSS/Tunnel E&M/BSE/CCMS/Fire Services) (Job Number: 44936BR)**

- 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 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 WORKS SUPERVISOR II (Structural/ABWF/Civil/Tunnel/Geotechnical)**  
**(Job Number: 44937BR)**

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

**RESIDENT WORKS SUPERVISOR II**  
**(E&M/TCSS/Tunnel E&M/BSE/CCMS/Fire Services) (Job Number: 44938BR)**

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

**RESIDENT SURVEY OFFICER (QUANTITY) (Job Number: 45034BR)**

- 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 TECHNICAL OFFICER (BIM/DRAUGHTING & IT) (Job Number: 44943BR)**

- 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
  - Level 2 or above in Chinese Language and English Language in HKDSEE/HKCEE or equivalent

**RESIDENT CLERICAL OFFICER (Job Number: 44977BR)**

- Qualifications & Experience required**
- Level 2 or equivalent <sup>(Note 1)</sup> or above in five subjects in the HKDSEE <sup>(Note 2)</sup> or equivalent; OR
  - Level 2 <sup>(Note 3)</sup> / Grade E or above in five subjects in the HKCEE <sup>(Note 2)</sup> 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

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 ASSISTANT CLERICAL OFFICER (Job Number: 44978BR)**

- Qualifications & Experience required**
- Level 2 or equivalent <sup>(Note 1)</sup> or above in five subjects in the HKDSEE <sup>(Note 2)</sup> or equivalent; OR
  - Level 2 <sup>(Note 3)</sup> / Grade E or above in five subjects in the HKCEE <sup>(Note 2)</sup> or equivalent; AND
  - Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute; AND
  - Knowledge in application of common business software (e.g. Microsoft Word and Excel)

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.



PROPERTY & CONSTRUCTION

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

**Resident Building Services Engineer (RBSE)**

- Member of the Hong Kong Institution of Engineers or equivalent, i.e. Corporate member of a professional institution recognized for corporate membership in the status of registered professional engineer (RPE) of the Hong Kong Institution of Engineers (HKIE) in the Building Services Engineering or Electrical Engineering or Mechanical Engineering Discipline, or equivalent.
- Minimum 3 years' post-qualification experience in building services engineering, electrical engineering or mechanical engineering. Experience of large projects and at least 10 years overall experience with minimum 6 years in the capacity of a Resident Building Services Engineer or above is considered highly preferable.
- 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.

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

**Resident Assistant Building Services Inspector (RABSI)**

- A Diploma or Higher Certificate in Building Services Engineering or Electrical Engineering or Mechanical Engineering from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- 3 years' relevant post-qualification experience of site supervision of building services installations.
- Met the language proficiency requirements of Level 2\* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSE), or equivalent.

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

**Resident Works Supervisor I (Building) [RWSI (Building)]**

- Ordinary Certificate in Building Studies from the Hong Kong Polytechnic/ Hong Kong Polytechnic University/ Hong Kong Technical College/ Hong Kong Technical Institute/ Hong Kong Institute of Vocational Education, or equivalent.
- Minimum 3 years' relevant post-qualification experience.
- Met the language proficiency requirements of Level 2\* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) /Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

Employment will be on contract basis tentatively commencing from March 2020. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment.

Interested parties, please send full resume giving details of qualification and experience, expected salary, date available and contact number to Human Resources Department, Rocco Design Architects Limited, 18 Whitfield Road, North Point, Hong Kong or email to [careers@rocco.hk](mailto:careers@rocco.hk) not later than 14 March 2020.

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



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GOVERNMENT

**EDUCATION BUREAU**

**Non-Civil Service Vacancies**

**Curriculum Development Institute**

**Post (1) : Senior Curriculum Officer (Moral, Civic and National Education)**

**EDB Job Code : EDB/CDI/055/20**

**Salary :** \$89,460 per month (Gratuity : 15%) (Contract Period : 2.5 years)

**Duties :** (a) To co-ordinate and lead the planning, development and review of the curricula relating to values education, including moral education, life education, sex education, civic education and national education; (b) To supervise and plan the dissemination of the above curricula; (c) To design and produce related learning and teaching resources; (d) To plan, organise and conduct teacher development programmes, and to carry out school visits in support of the implementation of the above curricula; (e) To carry out research and development projects in relation to values education; (f) To plan, organise and conduct activities, including learning circles/ school networks and tours, for teachers and students to promote values education; (g) To collaborate with related organisations for facilitating smooth implementation of values education, and (h) To perform any other duties as assigned.

**Entry Requirements :** (a) A Hong Kong bachelor's degree, or equivalent [See Remarks (ii)]; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent [See Remarks (iii)]; (c) Met the language proficiency requirements of 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [See Remarks (iii)]; (d) At least 10 years' relevant post-qualification [as specified in (a) and (b)] experience in teaching and/or curriculum development [See Remarks (iv)]; (e) Possess sound knowledge and educational experience in the area of values education, including moral education, life education, sex education, civic education and national education; and (f) Preference will be given to candidates who possess a higher degree (e.g. a second/higher degree) related to curriculum development, child and adolescence development and/or educational management, or equivalent.

**Remarks for Post (1) :**

- (i) The application period for the post of Senior Curriculum Officer (Moral, Civic and National Education) is from 21 February 2020 (Friday) to 6 March 2020 (Friday).
- (ii) 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.
- (iii) Candidates' results of the Use of Chinese (UC) and Use of English (UE) papers in the Common Recruitment Examination (CRE) are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest. 'Level 5' or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade 'C' or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) are accepted as equivalent to 'Level 2' in the UC paper of the CRE. 'Level 5' or above in English Language of the HKDSEE; or Grade 'C' or above in Use of English of the HKALE; or Grade 'C' or above in English Language of the General Certificate of Education (Advanced Level), are accepted as equivalent to 'Level 2' in the UE paper of the CRE. Applicants with 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 result 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.
- (iv) Candidates should state the nature and relevancy of the post-qualification experience.
- (v) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of the BL in the community, candidates for all Curriculum Officer jobs in the Education Bureau will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in an applicant's overall assessment.
- (vi) Candidates should be responsible, self-motivated and enthusiastic; have a fine character and integrity; be committed to serve in the education field; and be able to communicate effectively in Chinese and English.

**Education Infrastructure Division**

**Post (2) : Senior Curriculum Officer (Language)**

**EDB Job Code : EDB/EI/056/20**

**Salary :** \$89,460 per month (Gratuity : 15%) (Contract Period : 2.5 years)

**Duties :** (a) To plan, develop and execute projects, activities and research studies on language landscape studies of Hong Kong and other research studies as directed by SCOLAR [See Remarks (ii)] ; (b) To prepare and present committee papers, evaluation reports and research studies on language education matters; (c) To oversee the planning and development of resource materials on language education; (d) To liaise with outside agencies and monitor the progress and effectiveness of SCOLAR's language education activities and research studies; (e) To advise SCOLAR/Education Bureau on the implications of the research findings for language education; and (f) To perform any other duties as assigned.

**Entry Requirements :** (a) A Hong Kong bachelor's degree majoring in Chinese Language, or equivalent; preferably with a post-graduate research-oriented degree relevant to Chinese language studies [See Remarks (iii)]; (b) A certificate in education from a Hong Kong tertiary educational institution, preferably with major in Chinese Language, or equivalent; (c) Met the language proficiency requirements of "Level 2" results in the two language paper [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [See Remarks (iv)]; (d) At least 10 years' relevant post-qualification experience in research and curriculum development, focusing on Chinese language studies or education [See Remarks (v)]; (e) Profound knowledge and experience, preferably with international exposure and perspective, in language education research methodology and project management; (f) High awareness of current trends in language research as well as in local and international language education; (g) Solid working experience in managerial level; and (h) Good command of both English and Chinese (including Putonghua).

**Remarks for Post (2) :**

- (i) The application period for the post of Senior Curriculum Officer (Language) is from 21 February 2020 to 6 March 2020.
- (ii) 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.
- (iii) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
- (iv) The results of the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest. 'Level 5' or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade 'C' or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) is accepted as equivalent to 'Level 2' in the UC paper of the CRE. 'Level 5' or above in English Language of the HKDSEE; or Grade 'C' or above in Use of English of the HKALE; or Grade 'C' or above in English Language of the General Certificate of Education (Advanced Level), is accepted as equivalent to 'Level 2' in the UE paper of the CRE. Applicants with 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 result 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.
- (v) Candidates must list the nature and relevancy of the post-qualification in the application forms.
- (vi) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of the BL in the community, applicants for all Curriculum Officer jobs in Education Bureau will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in an applicant's overall assessment.
- (vii) Candidates should be responsible, self-motivated and enthusiastic; have a fine character and integrity; be committed to serve in the education field; and be able to communicate effectively in Chinese and English.

**Closing date of application :**  
**Posts (1)-(2) : 6 March 2020 [On-line application is accepted]**

**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, Wanchai, 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)



ARCHITECTS **WONG & OUYANG (HK) LTD**

Applications are invited for the following post for "A 42-storey Grade AAA office development in Quarry Bay with main contract commenced in April 2019 and completion around end of 2021" in Taikoo Place.

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- Proficient in computer and office software application.

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Website : [www.wongouyang.com](http://www.wongouyang.com)

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GENERAL



**東華三院**  
Tung Wah Group of Hospitals



**Manager (Audit) [REF: PHRM/M(A)/3/SCMP]**

The **Tung Wah Group of Hospitals** is the largest charitable organization in Hong Kong with over 300 service centres spreading over the territory providing medical and health, education and community services to the public.

The Group invites qualified candidates to apply for the Manager (Audit) post under the Audit Branch. Reporting to the Principal Auditor, the Manager is to conduct risk-based audits for accessing the adequacy of existing internal controls, identify action plans for mitigating risks and enhance the overall operational effectiveness and efficiency of the Group.

For details of the qualifications and job requirements, please visit our website at <https://www.tungwah.org.hk/about/join-tw/vacancies/>.  
Deadline of application is **9 March 2020**.

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 **Classified Post**

**EDUCATION BUREAU**

**Non-Civil Service Vacancies**

**Professional Development and Training Division**

**Post : Part-time Senior Project Development Coordinator (School Leadership and Professional Development)**

**EDB Job Code : EDB/PDT/058/20**

**Salary : \$552 per hour (Contract Period: 1 year) (Required 70 hours of work per month)**

**Duties:** (a) To plan and develop strategies and new modes of training on the promulgation of T-standard+ in order to enhance teachers' professional roles and duties, and foster a culture of professional development; (b) To provide professional views on the design and development of learning packages and e-learning packages for teachers; (c) To conduct professional development programmes targeting teachers at different stages of career development; (d) To provide professional support in principals' training and facilitate the professional exchange and cooperation of school leaders among Hong Kong, Mainland and other countries; and (e) To perform any other duties as assigned by senior officers.

**Entry Requirements:** (a) A Hong Kong bachelor's degree and a certificate in education from a Hong Kong tertiary educational institution, or equivalent; a higher degree in education preferred; (b) At least 10 years' post-degree experience in education, of which at least 3 years should be in the capacity of a public sector primary/secondary school principal; (c) Very good command of written English and Chinese; oral proficiency in English, Cantonese and Putonghua is essential; (d) Knowledge in conducting teacher and/or principal training in local context is required; (e) Familiar with Hong Kong education systems and current educational policies as well as the global trend in education; (f) Strong analytical skills and project management and coordination skills; and (g) Committed and able to work independently as well as in a team and under instructions.

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

**Closing date of application : 13 March 2020**

**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 :**  
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)



GOVERNMENT



HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong.

The HKMA currently embarks on a multi-year Digitalisation Programme that cuts across multiple functions, including banking and anti-money laundering supervision, financial stability surveillance, research and investment, with the aim of using technologies and data science to help us identify emerging risks and trends in a more forward-looking manner.

There is now an excellent opportunity for eligible candidates to apply for the following position to work under the Digitalisation Programme:

Manager (Banking Policy) – Digitalisation Project Management

Key Responsibilities

- Work under the Banking Policy Department to support its digitalisation initiative, which aims to improve the accessibility and user-friendliness of policy documents as well as the effectiveness of policy dissemination
- Coordinate and assist in overseeing development and implementation of the initiative
- Conduct initial proof-of-concept analysis in order to develop solutions to business problems
- Assist in the evaluation, selection and implementation of relevant solutions
- Manage project implementation, and communicate functional requirements to internal units and external vendors
- Coordinate and deliver end-user training for the newly developed business solutions

Requirements

- University degree in computer science, information systems, data science, business, accounting, finance or related disciplines
- At least 3 years of relevant experience in project management or system development for financial institutions or regulators
- Good knowledge of financial regulation, taxonomy mapping, search engine development, artificial intelligence or natural language processing an advantage
- Good problem-solving and analytical skills
- Good interpersonal, communication, writing and presentation skills

Closing Date for Application: 14 March 2020.

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the position.



HONG KONG MONETARY AUTHORITY

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

Assistant Manager (Enforcement)

Key Responsibilities

- Handle and assess banking complaints, including conducting detailed investigation if considered necessary
- Interview complainants and other stakeholders, and to prepare interview statements if considered necessary
- Man the Complaint Processing Centre hotline on a rotational basis

Requirements

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

Closing Date for Application: 14 March 2020.

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the position.

GENERAL

Independent Police Complaints Council

The Independent Police Complaints Council (IPCC) is an independent body established under the IPCC Ordinance (Cap. 604). Its main functions are to observe, monitor and review the handling and investigation of reportable complaints by the Police and to make recommendations in respect of the handling or investigation of such complaints. Applications are now invited for the following position:

Public Relations Officer

– Basic salary HK\$ \$30,235 per month

Entry Requirements:

- (a) A Bachelor degree from a Hong Kong university, or equivalent;
- (b) At least 3 years of working experience in public relations and communications, preferably gained in the Government and/or public sector;
- (c) Well-versed in media relations, video production, publications production, event management, education programme, website development and social media;
- (d) Excellent command of written and spoken English and Chinese; and
- (e) Good interpersonal and communication skills, and able to work independently and under pressure.

Main Duties:

- (a) To plan and organize media activities including external stakeholders meetings, media interviews and press conference;
  - (b) To monitor daily news and prepare media summaries/analysis reports where necessary;
  - (c) To implement communications initiatives such as video production, publicity materials development, advertising campaign, exhibition;
  - (d) To draft external communications materials including newsletters, pamphlets, press releases, speeches; and
  - (e) To coordinate the production of annual report, quarterly newsletter, and other corporate publications.
- (Note: may be required to work outside normal office hours)

Remuneration and Benefits:

In addition to basic salary, a monthly cash allowance of 5% of the basic salary is payable. Other fringe benefits include paid leave and medical and dental insurance. The appointment will normally be on contract terms for 2 years. Upon satisfactory completion of contract, the appointee will receive a gratuity (which includes the employer's contribution to a Mandatory Provident Fund scheme) at 10% of the total basic salary received during the contract period.

Application:

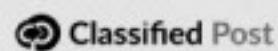
Application forms are available from the IPCC website (<http://www.ipcc.gov.hk>). Completed forms should be sent to **Human Resources Unit, Independent Police Complaints Council, Rooms 1006-10, 10/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong on or before 9 March 2020** with the position applied for clearly marked on the envelope. Late applications will not be considered. Candidates should attach photocopies of the certificates of academic and professional qualifications and curriculum vitae to the application form. Alternatively, candidates may submit completed application forms and the required documents via e-mail to [recruit@ipcc.gov.hk](mailto:recruit@ipcc.gov.hk) by the aforesaid closing date. All personal data provided will be treated in the strictest confidence. Candidates who are not invited for interview within 8 weeks from the closing date may assume their applications unsuccessful.

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食物環境衛生署  
Food and Environmental Hygiene Department

(Non-Civil Service Vacancies)

Assistant Accounting Manager (Salary: HK\$28,725 per month)

Entry Requirements: Candidates should -

- (a) (i) have a Bachelor degree in Accountancy from a Hong Kong university, or equivalent; or (ii) be a registered student of the Hong Kong Institute of Certified Public Accountants Qualification Programme, or equivalent;
- (b) possess at least 5 years' full-time working experience in audit or financial accounting or system development; and
- (c) (i) obtained Level 4 or above in Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or Grade D or above in Chinese Language in the Hong Kong Advanced Level Examination (HKALE), or equivalent; and (ii) Level 5 or above in English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Grade C or above in English Language in the Hong Kong Advanced Level Examination (HKALE), or equivalent.

[Notes: (a) candidates should give a detailed account of their working experience in the application forms; and (b) incomplete applications will NOT be further processed]

Duties:

- (a) To carry out internal audit field work;
- (b) To assist in drafting audit reports;
- (c) To provide accounting support on budgeting, financial accounting and IT system development matters; and
- (d) To undertake other duties as assigned.

**Terms of Appointment:** Successful candidates will be appointed on non-civil service contract terms for a period of not more than 12 months. Further employment may be offered at the absolute discretion of the Department, subject to operational need of the Department and satisfactory performance and conduct of the staff.

**Gratuity (only applicable to appointee with contract of 12 months):** A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 10% of the total basic salary drawn during the contract period.

**Fringe Benefits:** Rest days, general holidays, maternity/paternity leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance, with 10 days of annual leave.

**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 Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau website (<http://www.csb.gov.hk>). Completed forms should be forwarded to the following enquiry address on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application). Please specify on the envelope "Application for the Position of Assistant Accounting Manager". Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be handled by Hongkong Post. To ensure mail items be duly received by the department, and to avoid unnecessary delivery delay (e.g. return to sender), please pay sufficient postage before posting mail items to this department. On-line application can also be made through Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates should state in detail in the application forms their academic qualifications and employment records with post title and detailed description of duties. Candidates holding qualifications obtained from academic institutions outside Hong Kong should submit copies of their degree certificates, transcripts of studies and official documents issued by the relevant academic institutions which stated the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes. Applications which are not made in the prescribed form, or incomplete, or late, or submitted by fax / email will not be considered. For purposes of contact and notification, applicants are required to state e-mail addresses in the application forms. Candidates who are selected for selection interview will normally receive an invitation by e-mail in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Enquiry Address and Telephone:** Appointments Section (Team 3), Food and Environmental Hygiene Department, 44/F, Queensway Government Offices, 66 Queensway, Hong Kong. For enquiries, please call 2867 5741.

Closing Date for Application: 13 March 2020

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting criteria.
- (g) 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 to the above enquiry address **by post** in strict accordance with the stipulated timeframe (**i.e. on or before 20 March 2020 on proof of postmark**).
- (h) Non-civil service vacancies information contained in this column is also available on the following websites: <http://www.gov.hk> of the GovHK and <http://www.fehd.gov.hk> of the Food and Environmental Hygiene Department.
- (i) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.



HONG KONG MONETARY AUTHORITY

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

Manager (Supervisory Technology)

Key Responsibilities

- Coordinate and assist in overseeing the development and implementation of the next generation of the HKMA Banking Departments' data and analytic systems with a focus on:
  - Front-to-back digitisation of current available data and information
  - Collection of a wider variety of data and information
  - Harness Supervisory Technology ("Suptech") to generate more powerful insights
- Coordinate with internal departments in exploring and exploiting technologies, such as big data analytics, machine learning, network analytics and natural language processing, to achieve more efficient and effective supervisory processes
- Conduct analysis in order to develop use cases to solve business problems and communicate functional requirements with the development unit and vendor
- Collaborate with internal and external parties, such as other supervisors, technologists and academia, to derive suitable Suptech solutions

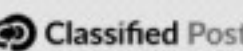
Requirements

- University degree in computer science, information systems, data science, business or related disciplines
- At least 3 years of experience in relevant data management, preferably in IT platform design for financial risk application systems, large data modelling, advanced data management and analytics in financial supervision and risk management
- Experience in managing IT vendors and dealing with external consultancy firms an advantage
- Knowledge of banking business and regulatory compliance an advantage
- A self-starter with a view to creating viable solutions and supporting pragmatic delivery of solutions. Being flexible and able to adapt quickly to changing priorities essential
- Ability to collaborate effectively with peers across development units
- A highly motivated specialist with good communication skills and command of English

Closing Date for Application: 7 March 2020.

Please visit our website at [www.hkma.gov.hk](http://www.hkma.gov.hk) for more information about the position.

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SOCIAL SERVICES

GENERAL



The Richmond Fellowship of Hong Kong was established in 1984 as a non-profit making registered charity. It is affiliated to the Richmond Fellowship International, a world-wide network of self-governing non-profit organization which shares the common aim of promoting good community care practice in the field of mental health. We are providing residential training services, vocational rehabilitation services, community mental health support services, family support services, peer support services and clinical psychological service.

For details, please visit our website: [www.richmond.org.hk](http://www.richmond.org.hk)

**Assistant Director (Ref: AD)**

With a view to strengthening and widening services in residential training services and other agency based services, we are looking for a candidate to suit the post of Assistant Director to take up the following tasks:-

- assisting the Director in policy planning and formulation to achieve strategic goals of RFHK;
- taking up the overall responsibility to assess and evaluate regularly the work of service units to meet the needs of service users and community;
- assisting the Director to establish and maintain good relationships with government, strategic partners and the public;
- supervising managers and staff members at all level for the overall operation of service units to ensure good service quality;
- representing the agency to participate in various committees of both government and other NGOs;
- taking up publicity tasks of the agency;
- undertaking any other duties assigned by Director.

**Candidates should:**

- Be a registered social worker under the Social Workers Registration Ordinance (Chapter 505); and
- Possess a recognized degree in social work or above with at least eight years' post-graduate practice experience, while having at least five years' experience in supervising services, programme development, human resources and/or finance management in social work practice;
- Preferably with working experience in the mental health rehabilitation field;
- Proven experience in supervision and training background related to community-based mental health services.

Interested parties please send your application letter with a full resume, expected salary and available date to the Director via email [recruit@richmond.org.hk](mailto:recruit@richmond.org.hk), or by post to **Richmond Fellowship of Hong Kong at Room 1801, 18/F, 21 Pak Fuk Road, North Point, Hong Kong** on or before **14 March 2020**. Please state the position and the Ref. no. applied in the subject of email/ on the envelope. (Personal data collected will solely be used for recruitment purpose only)



香港基督教服務處  
HONG KONG CHRISTIAN SERVICE  
全人關心 卓越創新  
care for all excel in all

Since 1952, Hong Kong Christian Service (HKCS) has been working towards a humane and just society. We provide the needy with suitable, professional and quality services genuinely. We care for the disadvantaged and the neglected. We uphold our vision of "Towards a Benevolent and Just Society, Holistic Development for All" by instilling hope, advocating justice and promoting harmony for our people and society. We are now looking for the right candidates for the posts below to join our staff team:

**Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

**Senior Social Worker**

**Responsibilities:**

- Oversee and lead the planning and implementation of youth and integration programmes of CHEER.
- Plan, render and develop appropriate service to service targets, and to ensure the services provided meet the needs of service recipients, safety rules, service quality standard, service output requirements of CHEER.
- Identify and engage target clients, and develop promotional plans to introduce CHEER's services to them.
- Establish community contacts with the stakeholders and other cooperating parties of CHEER.
- Provide consultation, counselling and referrals services.

**Requirements:**

- Holder of bachelor degree in Social Work recognized by Hong Kong's Social Workers Registration Board.
- 5 subjects in HKCEE at grade E or Level 2 or above, including Chinese Language and English Language ('Syllabus B' before 2007); or Level 2 or above in Chinese Language and English Language in HKDSE and 3 other subjects (New Senior Secondary Subjects at Level 2, "Attained" in Applied Learning Subjects, other language subjects at Grade E) in HKDSE or an equivalent qualification assessed by the HKCAAVQ.
- Relevant working experiences in ethnic minorities/social services for at least 4 years.
- Fluent in reading, writing, speaking and listening English and Chinese.
- Computer literate with knowledge in MS Word.
- Good communication and customer services skills.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.

Please send application letter with application form, full particulars and expected salary to **Miss SHUM, Centre-in-charge, Centre for Harmony and Enhancement of Ethnic Minority Residents, Hong Kong Christian Service, 4/F, 64 Tsun Yip Street, South Asia Commercial Centre, Kwun Tong, Kowloon, Hong Kong by March 6, 2020**. Application form can be downloaded from website <http://www.hkcs.org>. Applicants should consider their applications unsuccessful if not invited for interview within two months. When necessary, prospective employee will be requested to undergo the Sexual Conviction Record Check Scheme. The information provided by the applicants would be kept confidential and would only be used for the purposes relating to the recruitment of the respective vacant posts.



**LANDS DEPARTMENT**

**Contract Solicitor**  
(Non-Civil Service vacancy)

**Salary:** HK\$ 70,465 to HK\$ 89,845 per month (depending on post-qualification experience)

**Closing Date for Application:** 16 March 2020

**Tel. Enquiry:** 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.



**The Treasury**

**Contract Clerk**  
(Non-Civil Service Vacancy)

**Salary:** HK\$15,560 per month

**Closing Date for Application:** 6 March 2020

**Tel. Enquiry:** 2294 2871


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.

**Authorized Signatory for GBC**

The personnel must possess a valid qualification approved by BD

- Degree or Diploma in Building or related discipline
- At least 3 years' site construction work experience
- Solid experience in project planning and works coordination
- Good coordination and communication skills
- Hard working, self-motivated and able to work independently
- Prepare construction details

Interest parties please send full resume and expected salaries and availability to **Head Fame Co Ltd** by email: [headfame@biznetvigator.com](mailto:headfame@biznetvigator.com)



**The Treasury**

**Treasury Accountant**  
(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:** 6 March 2020

**Tel. Enquiry:** 2829 5117

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

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# GENERAL



THE HONG KONG  
INSTITUTION OF ENGINEERS

香港工程師學會

Senior Manager – Special Duties & Planning

**Duties:**


- To oversee the Special Duties & Planning and Corporate Communications sections
- To handle disciplinary cases of members
- To prepare position papers and conduct researches relating to the engineering profession
- To coordinate views and comments on consultations, organize forums and prepare reports
- To provide support to planning and development of the Institution
- To provide support in developing corporate communication strategies and projects
- To oversee the production and publication of the HKIE publications and publicity materials
- To act as secretary to boards/committees/task forces

**Requirements:**

- University Degree holder
- At least 10 years of relevant working experience with 4 years at managerial level
- High level of administrative, organization, multi-tasking and time management skills
- Experience in public sector organisations will be a definite asset
- Excellent command of written & spoken English and Chinese with proficiency in Putonghua

Please apply in confidence with full career details and salary expectation to the **Chief Executive and Secretary, The Hong Kong Institution of Engineers, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong**, or email to [hr@hkie.org.hk](mailto:hr@hkie.org.hk) on or before **20 March 2020**. Applicants should indicate clearly on the envelope and in the letter for the post they are applying.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. Only shortlisted candidates will be notified. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.



DEPARTMENT OF JUSTICE

Court Prosecutor  
(Civil Service Vacancy)

Salary: Master Pay Scale Point 13 (HK\$27,340 per month) to Master Pay Scale Point 27 (HK\$53,195 per month)

Closing Date for Application: 20 March 2020 (6:00 p.m. Hong Kong Time)

Tel. Enquiry: 3902 8755

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.

HOUSING DEPARTMENT


Technical Officer (Structural)  
(Civil Service Vacancy)

Salary: Master Pay Scale Point 9 (\$21,585 per month) to Master Pay Scale Point 22 (\$42,330 per month)

Closing Date for Application : 13 March 2020

Tel. Enquiry : 2761 6571

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.



JUDICIARY

Judicial Assistant  
(Court of Final Appeal)  
(NON-CIVIL SERVICE CONTRACT POSITION)

Salary: HK\$68,880 per month

Closing Date for Application:  
30 March 2020 (6:00 p.m., Hong Kong Time)

Tel. Enquiry: 2867 2248

Please visit the Judiciary’s website for information about the position:  
[https://www.judiciary.hk/en/other\\_information/recruit\\_ad.html](https://www.judiciary.hk/en/other_information/recruit_ad.html)



The Treasury

Contract Executive Assistant  
(Non-Civil Service Vacancy)

Salary: HK\$26,000 per month

Closing Date for Application: 6 March 2020

Tel. Enquiry: 2829 5063

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.



THE SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidate to fill up of the **Deputy Manager [Ref. DM(FS)]** post on contract basis, which is renewable subject to the prevailing conditions.

**Duties**  
The DM(FS) will mainly be responsible to:

- organize the SF&OC annual sports programmes of the Federation; organize and prepare for Hong Kong, China Delegation’s participation in the multi-sports Games and oversee the organization of Games related meetings and ceremonies;
- assist the seniors in the execution of the sponsorship programmes in relation to the Hong Kong, China Delegation’s participation in multi-sports Games;
- assist the seniors in the execution of the sponsorship programmes in relation to SF&OC annual sports programme;
- assist for the special ticket allocation of multi-sports Games; and
- assist the seniors in the execution of the Marketing Programmes in relation to the International Olympic Committee and Olympic Council of Asia.

**Requirement**  
Applicants should have

- a recognized university degree, with Sports or Recreation Management preferred;
- at least six years’ work experience and with a minimum of three years solid experience in sports sector or government;
- excellent command of written and spoken Chinese and English;
- able to work under pressure and to meet deadlines; and
- have very good analytical, communication and supervisory skills.

All short-listed applicants will be invited to attend a written test. Successful candidate may be offered similar post of similar ranking in other divisions of the Federation.

**Remuneration**  
Successful candidates will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee’s insurance.

**Application**  
Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 6 March 2020. Please mark [Ref. DM(FS)] on the envelope.  
All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.



PLANNING DEPARTMENT

Survey Officer (Planning)  
(Civil Service Vacancy)

Salary : Master Pay Scale Point 9 (\$21,585 per month) to Master Pay Scale Point 22 (\$42,330 per month)

Closing Date for Application :  
13 March 2020

Tel. Enquiry : 2231 5011

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.



CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT

Assistant Geotechnical Engineer  
(Civil Service Vacancy)

Salary: Master Pay Scale Point 19 (HK\$36,665 per month) to Master Pay Scale Point 27 (HK\$53,195 per month)

Closing Date for Application:  
6 March 2020

Tel. Enquiry: 2762 5066

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.



CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT


Assistant Engineer  
(Civil Service Vacancy)

Salary: Master Pay Scale Point 19 (HK\$36,665 per month) to Master Pay Scale Point 27 (HK\$53,195 per month)

Closing Date for Application:  
6 March 2020

Tel. Enquiry: 2762 5115 / 2762 5119

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.



醫院管理局  
HOSPITAL  
AUTHORITY

Vision

Healthy People  
Happy Staff  
Trusted by the Community

Mission

Helping People  
Stay Healthy

Values

People-centred Care  
Professional Service  
Committed Staff  
Teamwork

Hospital Authority Head Office

Chief Manager (Quality and Standards)  
(Ref: EM SEM(PS)/HO2002002/12008)

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

**Job**

- Oversee and steer the development of Quality and Standards in Hospital Authority (HA) from a corporate perspective, with particular emphasis on:
  - Building system, infrastructure and framework for quality assurance and improvement with an end-to-end perspective;
  - Developing policies and quality standards for patient care provided by HA, so as to help defining the standard of care and serve as a basis for monitoring and improvement.
- Oversee, steer and prioritize quality assurance/improvement programs for upholding hospital performance in clinical areas, including but not limited to the promotion and training of quality standards and quality management system, development of clinical indicators and credentialing framework and criteria for professional staff.
- Take up from time to time major corporate-wide projects like
  - Formulate strategies and plan for access management in Elective Surgery and Specialist Out-patient Clinics, including the development of policy and performance tools to aid monitoring, real-time feedback and reporting;
  - Review and modernize the management of operation theatre.
- Provide administrative support for a number of Coordinating Committees (COCs) to serve as a clinical coordinator of clinical services relating to Internal Medicine, Surgery, ENT, Anaesthesia, Neurosurgery, and to review, plan and re-engineer clinical services to enhance quality, efficiency and effectiveness.

**Requirements**

- Tertiary education with substantial management experience at senior level in health care services.
- Possession of medical/health care administration qualification is a definite advantage.
- Good knowledge of the operation of public hospital system in Hong Kong.
- Good knowledge and experience in works relevant to job duties, e.g. quality and risk management.
- Strong leadership and commitment to drive changes in quality care of healthcare system.
- Good understanding of corporate strategy, goals and priorities, and good tacit knowledge of the HA policy and procedures in all areas is preferred.
- Good interpersonal and communication skills to coordinate various coordinating committees.
- Good command of written and spoken English and Chinese.
- Able to think analytically and strategically and adapt to rapidly changing environment with long-term vision.

**Remarks**

- May be required to work in another work location to meet service needs of the HA.
- Appointment will be on contract terms for a period of 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.
- Retiring / retired HA staff who wish to continue working for HA after their normal retirement may also apply. If selected, the terms and conditions of employment will be offered in accordance with prevailing policies of the Retired and Rehire Mechanism of HA.
- Please submit application online on or before **7 March 2020** via web site <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6990.

**General Notes**

- We support the employment of people with a disability.
- 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 16 May 2020 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



THE HONG KONG  
INSTITUTION OF ENGINEERS

香港工程師學會

Senior Manager – Professional Standards

**Major Duties:**

- To manage and oversee operation of the Accreditation & Registration and External Qualifications sections
- To monitor overall quality assurance process of the professional accreditation and Registered Professional Engineers registration assessment
- To monitor issues and participate in activities relating to national/ international engineering organisations, Reciprocal Recognition Agreements, and international education accords, mobility agreements and registers
- To review existing systems, procedures and criteria for accreditation and assessment regularly
- To support committees in the accreditation & registration and external qualifications areas

**Requirements:**

- A Bachelor’s Degree
- At least 10 years of relevant work experience with 4 years at managerial level
- High level of administrative, organisation, multi-tasking and time management skills
- Experience of external review and/or operational review is an advantage
- Excellent command of written & spoken English and Chinese with proficiency in Putonghua
- High level of computer literacy including office applications and database management

Please apply in confidence with full career details and salary expectation to the **Chief Executive and Secretary, The Hong Kong Institution of Engineers, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong**, or email to [hr@hkie.org.hk](mailto:hr@hkie.org.hk). Applicants should indicate clearly on the envelope and in the letter for the post they are applying. Only shortlisted candidates will be contacted for written test and interview.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.



Consulate General of India  
Hong Kong  
VACANCY NOTICE

Applications are invited for the Post of **Messenger** in Consulate General of India with salary starting from HKD 9000 with Yearly Bonus and Mandatory Provident Fund (MPF).

Interested applicants should have HK ID or valid visa/permission to work in Hong Kong. Applications can be sent to Mrs. Deepika Mishra, Consul (Head of Chancery) alongwith bio data and a copy of valid Hong Kong work ID/Resident visa by 6th March 2020 at fax No. 2865 4617 or E-mail at [protocol.hongkong@mea.gov.in](mailto:protocol.hongkong@mea.gov.in).

For any clarification applicant may call on telephone No. 39709933. For Job description and other details, our facebook and website (<http://www.cgihk.gov.in>) may be visited.



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