

## COOKIES WITH A SMILE

Social enterprise Cookie Smiles is raising funds for charities with its sweet treats

> SECTION 1



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 the Authority.

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**Deputy Chief Executive Officer (District Development) (Ref: R2274)**

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Reporting to the Chief Executive Officer (CEO) of WKCD, the incumbent will:

- work closely with and support the CEO to manage district development and construction delivery of the District;
- be responsible for project delivery of WKCD facilities, Hotels, Office and Residential (HOR) development, and the overall vision for developing the District in accordance with the approved development plans;
- be responsible for the delivery of the core arts and culture facilities and coordination with private sector portions of the district development (HOR developments) to meet opening dates and budgets set by the Board, and optimization of the development plan and delivery strategy in terms of design process, outcomes and long term viability;
- handle any critical issues impacting the scheduled delivery of the physical sites, grounds and supporting facilities and effectively manage and coordinate with external service providers and potential operators; and establish WKCD as a destination of choice for Hong Kong citizens and international visitors;
- have oversight of the development of HOR/RDE programme through agreement with commercial developers;
- develop an overarching strategy for the revenue streams of business development and overall strategy for HOR/RDE development of WKCD;
- focus on financial performance, construction project governance and KPIs to be established in future business plan; and
- lead district operations and the overall vision for operating the district in accordance with the approved business and corporate plans.

For interested parties, please submit your application letter on or before 2 July 2021 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 via [WKCD.DCEODD@kornferry.com](mailto:WKCD.DCEODD@kornferry.com).

Applications will be considered until the post is filled.

For more information, please visit <https://www.westkowloon.hk/en> or contact Andrew Tsui/Jenny Chung of Korn Ferry at +(852) 2971 2700





### DEPUTY DIRECTOR (ADMINISTRATION)

The Hong Kong Academy for Performing Arts is entering an important and vital time in its strategic and academic developments, having currently attained the impressive QS ranking of No.1 in Asia and No. 10 in the World. It is now strongly positioned to develop and implement innovative and sector leading programmes across all of its six Schools. These programmes leverage the Academy's unique multi-disciplinary learning environment while acknowledging the unique learning methodologies and demands of each individual discipline. This development follows an intensive period of review of the Academy's current curricula, which drew on the expertise of a broad range of leading international experts and consultants.

This intensive phase of development and implementation that the Academy has now entered will be remarked by developing campus infrastructure and facilities, as well as a student hostel to enrich teaching and learning experiences, and to foster the healthy development of tertiary education in the performing arts. To lead this key phase, the Academy is seeking to fill the position of Deputy Director (Administration).

The key role of the Deputy Director (Administration) is to provide leadership and guidance in the development and implementation of campus planning, teaching and learning facilities management, and related administrative and operational functions of the Academy so that they provide the necessary structure to ensure the Academy is well positioned to fulfill its strategic objectives and academic growth. The successful candidate will work closely with the Director, Deputy Director (Academic), the Deans and Administrative Heads in overseeing and developing the administrative management of the Academy's processes to ensure this outcome. The successful candidate will lead and oversee high quality functional services relating to the Academy's operational management including finance and human resources management, campus planning and development, capital / building projects, space and facilities management, venue hiring and operations and student services.

**Requirements**

Applications are now being sought from experienced and motivated individuals who have an interest in filling this role. Applicants should have:

- Demonstrable senior management experience in a leadership role in local and/or international tertiary institutions;
- Extensive track record in involving fiscal and administrative operations, developing and executing sizable capital / building projects, risk management and solutions;
- Knowledge in building and construction designs, technologies and green initiatives;
- Experience in liaison work with government departments, statutory bodies, business and professional sectors;
- Excellent analytical, interpersonal and communication skills; and
- High level of written and spoken proficiency in the English and Chinese. Fluency in Putonghua would be an advantage.

**APPOINTMENTS**

The position will be offered for a four-year period with the possibility of a further extension following an appropriate review process. The benefit package includes 15% end of contract gratuity, leave, housing allowance, medical and dental scheme, and airfare allowance as appropriate.

**APPLICATIONS**

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

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

Closing date for application is **3 July 2021**. For further details about the Academy, please visit its website at [www.hkapa.edu](http://www.hkapa.edu). Please quote the reference code 'DepD(A)' on the application.

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



### HONG KONG MONETARY AUTHORITY

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

#### Senior Counsel

**Key Responsibilities**

- Report to the General Counsel whose office provides legal advice in relation to all aspects of the HKMA's functions
- Advise on a range of central banking and regulatory issues, relating primarily to banking supervision and the conduct of investigation and enforcement action
- Depending on level of experience, supervise a small team of lawyers focussed primarily on investigation and enforcement

**Requirements**

- Duly admitted as a legal practitioner in a recognized jurisdiction as stipulated under the Legal Officers Ordinance with a financial or regulatory law or litigation background
- At least 5 years of post qualification experience (part of which may be gained overseas)
- Previous experience in a financial regulatory body a distinct advantage
- Excellent command of spoken and written English; proficiency in Cantonese and Putonghua an advantage

#### Systems Analyst (Information Technology)

**Key Responsibilities**

- Assist in the study and evaluation of new database technologies
- Plan and migrate on-premises databases to cloud
- Perform daily database administrative tasks
- Keep the database documentation up-to-date

**Requirements**

- University degree in computer science or related fields
- At least 3 years of experience in database and system support, preferably in Oracle Database
- Self-motivated and innovative with good analytical, problem-solving, communication and interpersonal skills
- Willing to learn and keep in pace with the latest and emerging technologies
- Good command of both written and spoken English and Chinese

Closing Date for Application: **19 June 2021**.

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



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

Applications are invited for:-

#### School of Hotel and Tourism Management

**(1) Professional Consultant**  
(Ref. 210000TW)  
About CUHK Business School

The CUHK Business School is a world-leading business school and a pioneer in business education in Hong Kong. Since its establishment in Hong Kong in 1963, the CUHK Business School has gained world recognition of nurturing business leaders with immense contributions in Asia Pacific. The Business School has been offering a comprehensive range of undergraduate and postgraduate programmes (MBA, MSc, EMBA, MPhil, PhD) with over 4,900 students, as well as executive education. It has one of the most extensive alumni networks in the region, with over 40,000 alumni around the world. It comprises two Schools and four Departments:

- Schools
- Accountancy
- Hotel & Tourism Management
- Departments
- Decision Sciences & Managerial Economics
- Finance
- Management
- Marketing

About the School of Hotel and Tourism Management

The School of Hotel and Tourism Management (SHTM) is an integral part of the CUHK Business School. It was established in 1998. The vision of SHTM is to become the most preferred school in Asia by offering top programmes for students pursuing managerial positions in hospitality, tourism and real estate industries. As far as research is concerned, SHTM targets to produce high-quality and high-impact frontier research rooted in mainstream disciplines and benefiting the hospitality, tourism and real estate industries. The School is in the process of developing a strategic plan to strengthen teaching and research capabilities in the real estate area, from the perspective of hospitality industry. Further information about the School is available at <http://www.bschoo.cuhk.edu.hk/index.php/schools-departments/hotel-tourismmanagement/overview>.

The SHTM is now inviting applications for the post of Professional Consultant to support the School's growth in accordance with its vision. Applicants should have (i) a Master's degree or higher degree in a business or hospitality discipline; (ii) demonstrated ability for high-quality teaching; (iii) passion for education and teaching; and (iv) at least 5 years' relevant senior management experience. The appointee will (a) assist the School in strengthening its positioning; (b) teach specialized undergraduate courses; (c) develop initiatives and coordinate activities with hospitality and real estate industries; and (d) assist to develop and promote the School's world class executive education programmes.

Appointment will initially be made on contract basis for up to two years commencing August 2021, renewable subject to demonstration of the requisite level of performance and mutual agreement, and may lead to a longer-term appointment later.

Applicants should complete the on-line application form via the CUHK e-Recruitment platform.

Applications will be accepted until the post is filled.

#### Earth System Science Programme

**(2) Assistant Lecturer**  
(Ref. 210000Z5) (Closing date: June 8, 2021)

Applicants should have (i) a higher degree (at least at the Master's level) in the atmospheric and climate sciences, oceanography, hydrology, biogeoscience, or related fields; (ii) at least three years' research and/or teaching experience at tertiary institutions; and (iii) an excellent command of written and spoken English.

The appointee will (a) teach introductory courses in earth system science; (b) teach advanced courses in meteorology, oceanography, hydrology, biogeoscience, numerical modeling, statistical methods, or related subjects; (c) manage associated teaching laboratories; and (d) conduct administrative duties for the Programme.

Appointment will initially be made on contract basis for two years commencing September 2021 or as soon as possible, 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>.



POWER PROFILE



# COOKIES WITH A SMILE

Social enterprise Cookie Smiles is raising funds for charities with its sweet treats, says **Helen Dalley**

## GAME CHANGERS

Poised to celebrate its first birthday this June, social enterprise Cookie Smiles raises money for Hong Kong-based charities through the sale of its ever-extending range of cookies and dog treats, Woof Twisters. Founded by Ngo advisor Jo-Soo Tang and baker Agnes Chin to bring some joy during the darkest days of the pandemic, its bags of cookies are now stocked in cafes, restaurants & clubs across the city, including the Coffee Academics, Hong Kong Football Club and Spicebox Organics.

Tang and Chin also work with corporate partners and educational institutions on fundraising campaigns to support its three partner charities. It gives away 20 per cent of its annual profits made from its regular cookies to the Hong Kong Down Syndrome Association (HKDSA) and the Splash Foundation, which runs free swimming programmes for domestic workers, refugees and low income families. A further 15 per cent of annual profits are donated to the SPCA from sales of its Woof Twisters.

Cookie Smiles additionally supports the local community by creating jobs. Its two main bakers were trained up in Cookie Smiles' kitchens, which are located in Wong Chuk Hang, after a second round of redundancy. It has recently taken on a new member of staff from the Shine Skills Centre, which offers vocational training. "Our newest member of staff, Ah Tong, is working for us three days a week in between training for the Paralympics. He made all of the gingerbread for us over Christmas, and we're really enjoying his work." They hope to take on more graduates in the future, adds Tang.

With special cookies launched year-round to commemorate events including Chinese New Year and Easter, it recently launched a Mother's Day bundle with florists Wonderland Fleurs. Over Chinese New Year, Cookie Smiles packaged its cookies into tins so people could gift them to friends and family. Cookies containing dried fruits like cranberry and apricot are next on the agenda. Its most popular cookies are butter

snaps, chocolate snaps and confetti chocolate and it will be launching a new shortbread cookie to celebrate its first year anniversary, she says.

Following the success of its sweet cookie range, it has not only added new sweet flavours but also launched a savoury line, Munchie Smiles, following its seasonal debut at Chinese New Year. "We made some prawn crackers and sprinkled a bit of gold into them for Chinese New Year, and they went down really well," she says.

Its dog snacks Woof Twisters, meanwhile, are selling incredibly well, adds Tang. "It's the signature product at the Coffee Academics across six different locations and they're also selling well at vets and pet shops across the city including Whiskers N Paws and the Valley Veterinary Centre."

In June, it will launch a range of snacks and a fundraising event with the Ladies Recreation Club. "Events like these help us to keep the brand fresh and enable our cookies to be-

come part of a fundraising event and reach more businesses," says Tang.

The startup has ambitions for its cookies to be a pantry item at firms, or a corporate gift. This is something that's already happening, as its gingerbread men were an item in law firm Baker McKenzie's Christmas goody bag. Another law firm, Herbert Smith Freehills, purchased its cookies for Christmas for a staff giveaway. "Corporate gifting is massive, but it's still quite traditional and we hope to change that," says Tang.

Asked to share her advice with those keen to set up a social enterprise, Tang says don't be overly aggressive with business plans and be prepared to accept that things often can change quickly month by month.

She encourages start-ups to reach out for free advice, too. "Find out if corporates can give you their time. Law firm Herbert Smith Freehills, for example, takes on pro bono work and have advised us," she says.

Over the next 12 months, Tang hopes to further utilise cookies as a fundraising item and for schools & companies to recognise it as an initiative they can regularly roll out. It would like to work with more schools and recreation clubs in the future, Tang elaborates.

The Cookie Smiles social enterprise model may even be exported overseas, and Tang's business partner, Chin, wants to export the idea to Kuching (she's originally from Borneo) and hopes to set up a training school in the city long-term. "Setting up somewhere else in Southeast Asia, perhaps Singapore, would be ideal and it would be great to find a partner in China and establish ourselves in Shanghai too. We're keen to speak to people in China and get linked up to a good kitchen and bakers."

With sweet treats that benefit the local community, Cookie Smiles has hit upon a winning formula with a business model that looks set to be replicated across the region. [cookie-smiles.com.hk](http://cookie-smiles.com.hk)

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HONG KONG HOUSING SOCIETY  
香港房屋協會

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

Manager (Treasury & Investment Management)  
[Ref: M(TIM)]

The Job

- Liaise with global / regional fund managers on investment and operational matters.
- Analyze and reconcile transactions between the global custodian and fund managers.
- Facilitate the study of strategic investment issues and provide management information.
- Prepare management reports & presentations on multi-asset portfolios with multiple global / regional fund managers.
- Assist the team with the following job tasks:
  - Develop and maintain analytical tools for monitoring existing multi-asset investment portfolios with multiple global / regional fund managers.
  - Conduct periodic review on existing portfolios and fund managers.
  - Evaluate investment products, asset classes and prospective fund managers, including their respective implications on existing strategies.
  - Research on asset allocation strategies.
  - Track trends in the global financial markets and investment theses.
  - Portfolio rebalancing implementation.

The Person

- University degree in Finance or related disciplines. CFA candidate preferred.
- Minimum 5 to 10 years of relevant experience in financial industry and prior involvement in fund manager and/or investment product monitoring / selection process.
- Highly computer-literate, including experience in Excel macros and Access database.
- Sound knowledge in financial markets, the banking industry and financial modeling.
- Familiar with statistical models and highly numerate. Quant background will be an advantage.
- Excellent command of both written and spoken English and Chinese.
- Strong analytical skills and good interpersonal and presentation skills.

Attractive remuneration package will be offered to suitable candidates. To apply, please send your application with full resume and reference quoted to **Human Resources Manager** by fax: **2882 4466** or through online application : <https://careers.hkhs.com/en/listing/>

Applicants not invited for interview within 8 weeks may consider their applications unsuccessful.

You are welcome to visit our website [www.hkhs.com](http://www.hkhs.com) to learn more about us.

Personal data provided by job applicants will be used strictly in accordance with the Housing Society's personal data policies which is available in our website and obtainable upon request. Applicants may be considered for other suitable positions within the Housing Society and all personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercises.



STATE BANK OF INDIA  
15<sup>th</sup> Floor, Central Tower  
28 Queen's Road Central, Hong Kong

We invite applications from candidates for position of

Bank Assistant

For details regarding eligibility, please refer our website: <https://hk.statebank>  
Please send your full resume by post or by e-mail to [avphr.hk@statebank.com](mailto:avphr.hk@statebank.com) latest by **19 June 2021**

(All information will be kept in strict confidence and will be used for recruitment purpose only.)

EDUCATION

Get ahead

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香港中文大學  
The Chinese University of Hong Kong

Applications are invited for:

Office of Research and Knowledge Transfer Services

**(1) Executive Officer I (Ref. 2100011R) (Closing date: June 15, 2021)**

The appointee will (a) develop Intellectual Property (IP) related projects, handle patent prosecution and conduct technology licensing activities; and (b) work closely with Faculty and research staff, the industry and other external organisations in IP protection and commercialisation of technology.

Applicants should have (i) a good Bachelor's degree or above in Science, preferably in the fields of Engineering and Information Technology; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforego>; (iii) an excellent command of spoken and written English and Chinese (including Putonghua); (iv) at least 8 years' post-qualification executive experience, including 3 years' relevant experience in commercialisation of scientific research and development, and technology transfer; (v) knowledge of and training in IP management; (vi) strategic and analytical skills; (vii) a strong sense of responsibility and initiative; (viii) good communication and interpersonal skills; (ix) the ability to work as a good team member; and (x) high computer literacy in computer applications (including MS Word) and Chinese word-processing.

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

Appointment will initially be made on contract basis for up to 2 years (with contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.

**(2) Assistant Computer Officer (Ref. 2100011F) (Closing date: June 15, 2021)**

The appointee will primarily work as a programmer/analyst in the development and maintenance of administrative systems of the Office.

Applicants should have (i) a Bachelor's degree in Computer Science, Information Technology, or a related discipline; (ii) at least 2 years' work experience in application development; (iii) good analytical and problem-solving skills; (iv) a proven track record as a good team member; (v) self-motivation; and (vi) a good command of both spoken and written English and Chinese. Knowledge of and work experience in Convergis, Kettle, ASP.Net, SQL Server, Visual Studio, JavaScript, PowerBI will be advantageous.

Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and 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:-

Office of Admissions and Financial Aid  
Assistant Registrar / Administrative Officer  
(Ref. 2100012M) (Closing date: June 25, 2021)

Applicants should have (i) a good honours degree; (ii) at least eight years' post-degree administrative experience (for Administrative Officer); OR at least twelve years' substantial experience at an appropriate level, especially in committee work, development of policy documents, report writing and day-to-day office management (for Assistant Registrar); (iii) an excellent command of English and Chinese; (iv) good communication and analytical skills; (v) appropriate experience in conducting marketing, outreach and promotional activities including developing and managing e-strategies to an international audience; (vi) relevant experience in financial aid and scholarship matters; (vii) fluency in Putonghua and spoken English; and (viii) knowledge in providing guidance to high school students in relation to tertiary education opportunities locally or outside Hong Kong.

Leadership quality is an essential component called for in the portfolio. Relevant previous experience, conversance with overseas qualifications, superb marketing skills and persuasive presentations in English would be advantageous.

The appointee is expected to lead a team for recruitment of students with overseas qualifications. He/She is expected to be a key driver of the internationalisation initiative in student recruitment, responsible for formulating and implementing innovative and effective international student recruitment strategies in a dynamic global higher education context.

Working at irregular hours and duty trips will be required.

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

[Those who have responded to the previous advertisement for the same post (Ref. 2100009P) are under consideration and need not re-apply in this instance.]

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>.

School-based Native Speaking English Teacher (NET)  
(Not under EDB NET Scheme)

1. Holder of HKID or valid working visa.
2. Possess a recognized degree and relevant professional teaching qualifications.
3. With experiences in teaching primary school.

Please submit application and expected salary by email at [info@keiwan.edu.hk](mailto:info@keiwan.edu.hk) or by mail to the Principal, CCC Kei Wan Primary School, 63 Sai Wan Ho Street, HK

GENERAL

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.

General Manager, Communications and Public Affairs (Ref: R2283)

The General Manager, Communications and Public Affairs will lead an experienced team and will be responsible for:

- articulating the communications strategy for the Authority, managing public and segment specific stakeholders' engagement and relations to support the strategic vision of the Authority and functional priorities;
- overseeing the organisation-wide external and internal communications, crisis/issues management, community relations/ public engagement and media relation with an aim to present and maintain WKCDAs positive public image in the arts and culture sector both internationally and locally;
- formulating and executing external communication and media outreach strategies for WKCD and proactively engaging the media, segment specific stakeholders and other key influencers to present and uphold a positive corporate image for WKCD;
- overseeing production of all communication campaigns or public affairs activities including annual planning and optimisation of all organisation-wide communication programmes such as corporate functions or public affairs events to raise the profiles of WKCD; and
- preparing key messages and media strategies for the Board of WKCD, M+ Museum, Hong Kong Palace Museum as well as senior executives of WKCD for media events and speaking engagement.

- 1) a recognised university degree or equivalent in Communications and Public Affairs, Public Administration, Marketing or related fields;
- 2) at least 15 years of relevant experience in media, public relations and/or corporate communications covering strategy setting and implementation, of which 10 years at senior management level;
- 3) solid experience in external and internal communications with large scale organisations, preferable in arts and cultural sector;
- 4) experience in crisis communications and dealing with a broad range of stakeholder relations in both public and private sectors; and
- 5) excellent communication and presentation skills, including excellent written and spoken English and Chinese.

For interested parties, please submit your application letter on or before 11 June 2021 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 via <https://www.westkowloon.hk/en/the-authority/careers>

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 processing. All related information will be kept up to 24 months and all personal data will be destroyed afterwards.

Applications will be considered until the post is filled.

westKowloon  
西九文化區

For more information, please visit <http://www.westkowloon.hk> or contact Ms. Elaine Cheung at +(852) 2200 0020

EDUCATION



UOW COLLEGE  
HONG KONG  
香港伍倫貢學院

Formerly known as  
Community College  
of City University  
Part of  
UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

Assistant Professor/Lecturer,  
Faculty of Social Sciences [Ref.2021/ACAD006]

UOW College Hong Kong ("UOWCHK"), formerly Community College of City University ("CCCU"), is an Approved Post Secondary College in Hong Kong registered under the Post Secondary Colleges Ordinance (Cap 320). The College is widely acknowledged as one of the leading institutions of its kind in Hong Kong, providing quality tertiary education for about 3,500 students. UOWCHK is part of the University of Wollongong (UOW) global network in Dubai, Malaysia and Australia. We offer a wide range of Degree, Associate Degree(AD) and Higher Diploma(HD) programmes, a Diploma in General Studies (DipGS), and International Language Proficiency Tests with preparatory courses. In addition, the College offers top-up degrees awarded directly by UOW for associate degree/higher diploma graduates. All academic programmes of the College are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), and quality-assured and recognized under the Qualifications Framework.

With about 220 well-qualified and dedicated staff, the College is highly regarded for its committed teaching focus, its rigor in quality assurance and its emphasis on the whole-person development of students. The College currently has two campuses in Kowloon City and Kowloon Bay, both easily accessible from nearby MTR stations. Another campus in Tai Wai, acquired by the College through the government's Land Grant Scheme, will be ready for operation in 2024. For more details about the College, please visit <https://www.uowchk.edu.hk>.

Duties

Appointees are expected to undertake teaching (including project supervision), programme administration and course development duties, as appropriate, in the relevant subject areas. They are also required to develop and coordinate extra-curricular activities for students. Appointees on professorial terms are expected to undertake research in the relevant subject areas.

Requirements

Applicants must meet the following requirements:

- a) a Master's degree/PhD in Social Work or a related discipline. Applicants with a PhD/Master's degree in related discipline must have a bachelor's degree in social work;
- b) not less than five years' post-degree full-time equivalent experience in social work practice after obtaining a qualifying degree in social work; and
- c) a Registered Social Worker of Social Worker Registration Board or equivalent.

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Appointment will normally be made on fixed-term contract for one year. Fringe benefits include leave, medical and dental schemes.

Information and Application

Please send an application letter enclosing a curriculum vitae to UOW College Hong Kong, c/o Human Resources Unit [Email: [uowchk-hr@uow.edu.au](mailto:uowchk-hr@uow.edu.au)]. The closing date is **30 June 2021**. Please quote the reference number in the application. Applications will receive full consideration and only shortlisted applicants will be contacted.

UOW College Hong Kong

Website : <https://www.uowchk.edu.hk/>



Head of Secondary

Your opportunity to lead in an established international school...

AISHK is a vibrant, international R - 12 school providing an inclusive and nurturing environment where students flourish.

The Head of Secondary position is an opportunity to lead in a dynamic and engaging school with 450 secondary students. As a dual curriculum school, AISHK successfully ranks at the highest levels of student achievement and proudly provides pathways for its graduates to universities across the globe.

APPLICATION DETAILS:



Please view the role statement and submit your application via the AISHK website, addressed to Mr Howard West, Head of School.

Scan the QR code or visit:  
[www.aishk.edu.hk/welcome/a-career-at-aishk](http://www.aishk.edu.hk/welcome/a-career-at-aishk)

Contract Commencement: 5 January, 2022  
Application Deadline: 3 July, 2021

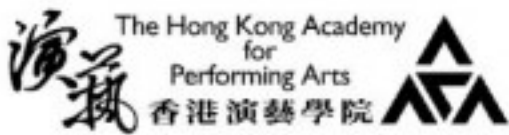
The School reserves the right to recruit at any stage during the selection process. All personal data collected will be used for recruitment purposes only. School Registration No: ED1/21627/95

Australian International School Hong Kong  
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EDUCATION



LECTURERS (COMPLEMENTARY STUDIES)

Complementary Studies at the Academy comprises the General Education Unit, the Language Unit and the Applied Learning Unit. General Education (GE) is an integral component of the 1-year Diploma, Bachelor of Fine Arts (Honours) and Bachelor of Music (Honours) programmes. It includes both Liberal Arts and Academy Elective Courses. Liberal Arts Courses are core and required courses designed to equip students with fundamental intellectual and cultural knowledge in addition to the professional training. Academy Elective Courses aim at developing students to become academic, articulate and reflective performing art practitioners. The students will also gain an understanding of the role of a 21st century performing artist and develop skills for managing a professional career as well as other business aspects of arts practice. Language Courses help students develop English and Chinese language proficiency in both academic and professional usage. Applied Learning (ApL) consists of secondary schools' outreach programmes in the areas of Dance, Drama and Theatres Arts.

Complementary Studies invites applications for full-time teaching, course development and management position in the following areas:

- Arts & Aesthetics
- Creativity & Storytelling
- Cultural Studies
- Digital Marketing
- Entrepreneurship & Business Administration
- Innovation & Evolution
- Humanities
- Leadership
- Language & Literature
- Philosophy
- Psychology
- Religious Studies

The postholder may also be required to teach and manage other related courses.

Applicants should have:

- (a) A relevant post-graduate degree (PhD, MPhil, MA or MFA) or equivalent professional credentials;
- (b) At least 5 years' relevant teaching experience in the tertiary level;
- (c) Demonstrated commitment to integration of theory and practice, and to innovative teaching practices and eLearning;
- (d) A good understanding of contemporary Language, GE and ApL education, as well as current arts and cultural developments;
- (e) Experience in course development and management;
- (f) Fluency in spoken and written English and Chinese, including Cantonese and Putonghua.

Those with lower qualification or less experience may be considered.

TERMS OF APPOINTMENT

Appointment will be on a two-year contract with the possibility of renewal, subject to mutual agreement. A gratuity payment equal to 15% of basic salary earned during the contract period will be payable upon satisfactory completion of contract. Fringe benefits include leave, medical, and dental benefits. Starting salary will be commensurate with qualifications and experience. Subject to negotiation, expected commencement date will be August 2021/ September 2021.

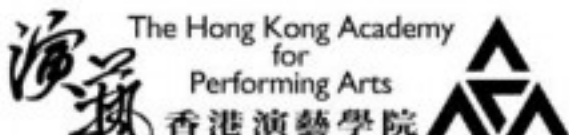
APPLICATIONS

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

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

Closing date for application is **19 June 2021**. Please quote reference code 'L(CSt)' 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.



LIBRARIAN

The Hong Kong Academy for Performing Arts Libraries comprises of the Academy Library and a closed stack Music Library at Wan Chai Campus; and the Film and Television Library at Pokfulam Campus. The Libraries has built up a sizeable collection of physical and electronic materials with strong emphasis on Chinese Opera, Dance, Drama, Film and Television, Music, and Theatre & Entertainment Arts. These materials are managed by a next generation library system powered by Ex Libris. A sound retrieval system named Audiominer houses 282,000 sound effect files and 44,000 production music tracks for the purposes of teaching and learning. Digital files, images, audios and videos of the Academy's productions, theses, special collections and local performing arts resources are stored in the Digital Performing Arts Repository for staff and students to access online.

The Academy needs a professionally trained Librarian with innovative ideas to lead the Academy Libraries. The Academy Librarian plays a pivotal role in providing strategic leadership to the Libraries and effective management of resources in the delivery of services. He/She is a leader for operational aspects of the Libraries including budget development and management, circulation, reference and research services and developments, and management of physical and online collections.

The ideal candidate is a dynamic leader and an enthusiastic professional with a strong vision of the place of libraries in the digital age, be knowledgeable about emerging technological resources for scholarly communication, and deeply understand the challenges facing academic libraries. He/She will work closely with the academics to develop the Library as a key resource centre for teaching, learning and practice as research.

Applicants should have:

- (a) A recognise degree plus an MLS or equivalent qualification;
- (b) At least 10 years of appropriate post-qualification experience in academic libraries at a senior level, carrying considerable responsibilities;
- (c) Extensive knowledge of library automation, media and the emerging technologies;
- (d) Experience in long term planning, resources allocation, and staff development;
- (e) Knowledge in the latest technological developments;
- (f) Strong team-building and managerial skills;
- (g) Excellent communications and presentation skills; and
- (h) Good command of spoken and written English and Chinese.

Terms of Appointment

Appointment will be made on a two-year contract with the 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 housing allowance, leave, medical, and dental benefits. Starting salary will be commensurate with qualifications and experience.

Applications

Please apply in writing with full résumé, expected salary and copies of academic qualifications. Applications with reference code 'Ln' clearly marked on the envelope should be sent to the **Human Resources Office, The Hong Kong Academy for Performing Arts, No.1 Gloucester Road, Wanchai, Hong Kong**, or email ([hro@hkapa.edu](mailto:hro@hkapa.edu)) on or before **26 June 2021**.

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

ST. CATHARINE'S SCHOOL FOR GIRLS

Applications are invited for the following post in Mid-August 2021:

Native-speaking English Teacher (NET)

- Must have fulfilled the EDB NET Scheme Requirement
- A bachelor degree in related discipline
- Recognized teaching qualification (PGDE) or equivalent
- Teaching experience in an EMI environment preferred
- Remuneration package will be based on the EDB Enhanced NET Scheme

Interested parties please apply with full CV and recent photo to the **Principal at 26 Hong Lee Road, Kwun Tong before 26 June 2021**. Please specify the post you apply for on the envelope.

**C.S.B.S. Mrs Aw Boon Haw Secondary School**  
Applicants are invited to fill the following post available from September 2021.

Native English Teacher

- Requirements:
- a. Native speaker of English;
  - b. A bachelor's degree in English Language or relevant subjects;
  - c. A Post-graduate Diploma in Education (PGDE) or equivalent (preferable);
  - d. Preference will be given to applicants with experience in teaching English as a second/ foreign language;
  - e. Required to teach both junior and senior regular classes;
  - f. Responsible, cooperative, hardworking and innovative

Application:  
Interested candidates please send your application letter and full resume to the English Department, C.S.B.S. Mrs Aw Boon Haw Secondary School, 20, Siu Lun Street, Area 14, Tuen Mun, N.T.

Po Leung Kuk Lam Man Chan English Primary School

Full Time Teacher (All Subjects)

Requirements:

- Relevant degree or qualification
- Meet LPR benchmark requirement (for English Teacher)
- 已通過語文基準試 (供中文科老師)

Interested party please send your CV together with your expected salary to the school by email at [hr@plklmceps.edu.hk](mailto:hr@plklmceps.edu.hk) or by post to **No. 24 Sheung Heung Road, Tokwawan, Kowloon**.

(Data collected will be used for recruitment purpose only)

Full-time or Part-time Native English Speaking Teacher (9-month Contract) Required

(1st September 2021 – 31st May 2022)

- Bachelor's degree, preferably in English courses
- Relevant teaching experience
- To teach both regular lessons and outside class activities
- To help promote English atmosphere energetically
- Normal school hours: Full-time: Mon-Fri with some Saturday morning duties; Part-time: Mon-Fri with occasional Saturday mornings.
- Salary: Full-time: HK\$40,000; Part-time: HK\$20,000

Qualified applicants are invited to send their applications and full resume to the **Principal, Ma On Shan Tsung Tsin Secondary School, 5 Hang Shun Street, Ma On Shan on or before 17 June 2021**. Please indicate the post applied for on the envelope.

1. French/Japanese/German/Spanish Speaking Teachers  
2. Native English Speaking Teacher

As a Direct Subsidy School pioneering in global education, we are expanding our language and arts programmes and are inviting applications for the above posts for 2021/2022. We offer all staff one incremental salary point higher than the Government Master Pay Scale. Please send application to **St. Margaret's Co-educational English Secondary and Primary School** via Email ([recruitment@smcesps.edu.hk](mailto:recruitment@smcesps.edu.hk)) or by post (33 Sham Mong Road, West Kowloon). (Please quote the post in the application and on the envelope.) (Information submitted will be used for recruitment purpose only.)

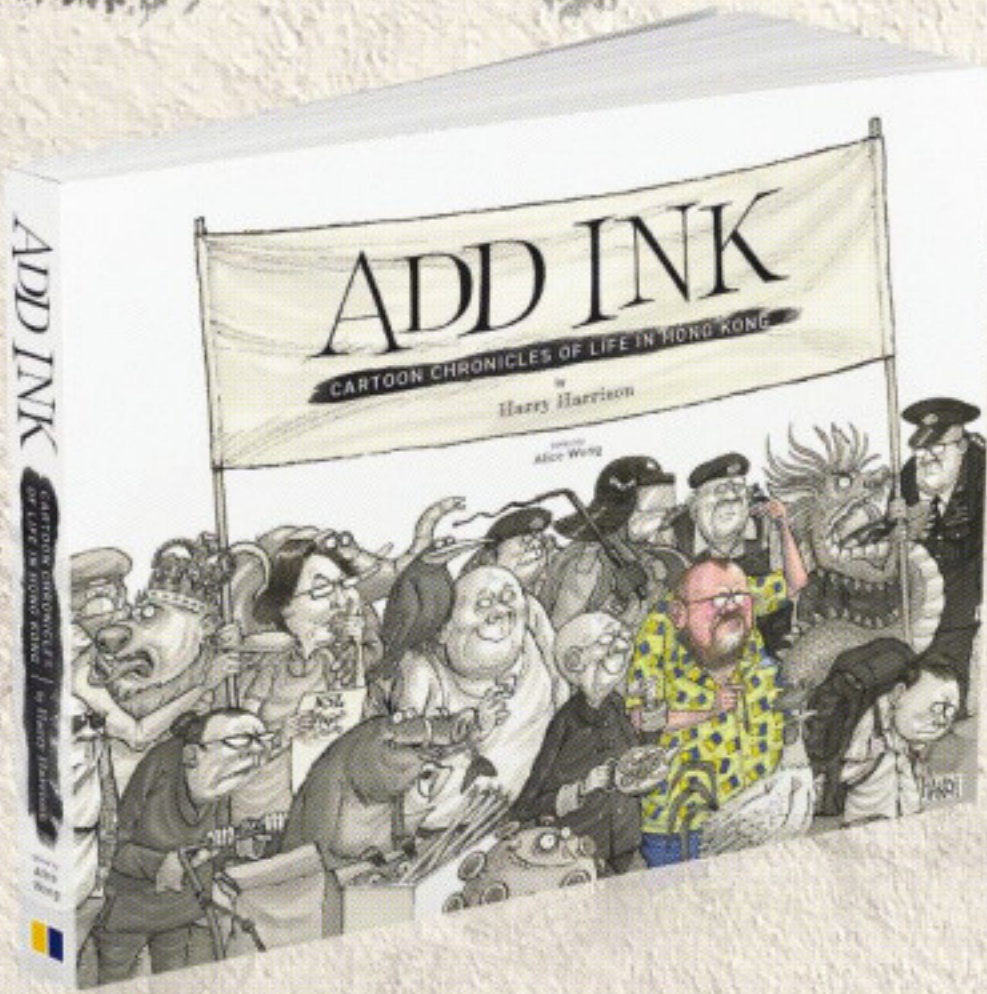


Harry Harrison personifies editorial cartooning at its best: graphic mastery, pointed humour, and a political sense that hits right on target. His cartoon collection is a delight

**Patrick Chappatte**  
Editorial cartoonist, formerly with The New York Times



ADD INK



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South China Morning Post



EDUCATION

Be the first in town to reach elite career seekers



YMCA of Hong Kong Christian College  
港青基信書院

The YHKCC is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 70% of students and 50% of teachers are from international backgrounds.

Applications are invited from caring, qualified and experienced teachers who are supportive of our vision, mission and Christian ethos. The school is looking for good team players with a proven track record and willingness to contribute to the development of the subject/department and promote Christian values in the school. We are now inviting applications for the following positions:

**TEACHING POSITION:**

**MATHEMATICS TEACHER for maternity cover (from 16/8/2021 – 8/2/2022)**

- Bachelor's degree in Mathematics
- PGDE or equivalent qualification
- Experience in teaching DSE an advantage

**NON-TEACHING POSITIONS:**


**LABORATORY TECHNICIAN / ASSISTANT**

- Laboratory and First Aid certificates required
- Experience in Physics and Chemistry laboratory management preferred
- Experience of both the HKDSE and GCE curricula preferred
- Diligent and with pleasant personality
- Able to work independently and as part of a team
- Experience working in a school environment a definite asset

**RECEPTIONIST**

- Good in both spoken & written English and Chinese
- Proficient in MS Office
- Diligent and with pleasant personality
- Able to work independently and as part of a team
- Good manners and communication skills
- Experience working in a school environment a definite asset

Please send a CV and covering letter with email addresses and phone numbers of two referees, one of whom should be your current employer, to: [recruitment@yhkcc.edu.hk](mailto:recruitment@yhkcc.edu.hk) or post to 2 Chung Yat Street, Tung Chung by 16th June, 2021. Please state the position applied for on the envelope.



漢基國際學校  
Chinese International School

**Opening for October 2021  
School Counsellor (maternity cover)**

Chinese International School is seeking maternity cover for a Secondary School Counsellor (social and emotional support) from 18th October 2021 to 8th April 2022.


For further information about this position and to submit your application, please visit the employment section of our website [www.cis.edu.hk](http://www.cis.edu.hk).

**Primary School Native English Teachers**

San Wui Commercial Society School is a happy and caring subsidised primary school with great commitment to prepare students for EMI (English as the Medium of Instruction) education.

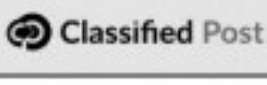
We need energetic native English teachers with great passion working with students to join us to help improve students' English proficiency and develop our English curriculum. You need to hold a bachelor degree. This is a good opportunity to prepare to get into the Government NET Scheme. Contract duration is 16 August 2021 to 15 August 2022.

To apply, please visit SCMP online posting for more information and send your CV to [engadmin@swcss.edu.hk](mailto:engadmin@swcss.edu.hk). Please state your expected salary.



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

The University invites applications for the following positions:

**School of Business and Management (China-Russia Eurasian Studies Center)**

**(1) Post-doctoral Fellow (Job ID: 6186)**

The China-Russia Eurasian Studies Center (CREC) aims to become the world's leading research institution focusing on understanding the relationship among China, Russia and Eurasia, and conducting interdisciplinary research on the contemporary technological, financial, political, social, economic and business development in the region. The Center is a partnership between the School of Business and Management and the Society Hub (Guangzhou campus) of HKUST, the New Economic School (NES), and the Moscow School of Management-SKOLKOVO.

The appointee is expected to conduct original and high-quality research to support the mission of the Center, and participate actively in the activities and projects of the Center. Collaboration with researchers from the partner institutions is encouraged.

Applicants should have a PhD degree in a relevant discipline with demonstrated research interest in areas relevant to the Center's mission. The position may be based in Hong Kong, Guangzhou, and/or Moscow. The appointment will start in July to September 2021. *(Closing date: Fri, 11 Jun 2021)*

**Department of Finance**

**(2) Research Assistant (Job ID: 6223)**

The appointee will assist in research projects related to corporate finance with the opportunity to work on the cutting edge of the field and contribute to research questions that are of significant social importance. He/She will perform data analysis, assist in academic publications, and prepare reports.

Applicants should have a bachelor's degree or above in statistics, econometrics, finance, economics, computer sciences, data analytics, or related disciplines. Applicants with knowledge of accounting and finance are preferred. They should be detail-oriented and able to work collaboratively in a team. Quantitative skills and proficiency in statistical or computer modelling software (e.g. Stata, Matlab, Python) would be highly preferred.

**(3) Research Assistant (Job ID: 6224)**

The appointee will assist in the programming of a research project.

Applicants should have a bachelor's degree in a business-related field (master's degree is a plus). They should be familiar with software such as Matlab or R with a good command of spoken and written English and Chinese (Cantonese or Putonghua). Good interpersonal and communication skills are preferred. Applicants should also be able to work independently. (Duration: 6-12 months, renewable) *(Closing date: Sun, 4 Jul 2021)*

**Department of Civil and Environmental Engineering**

**(4) Post-doctoral Fellow (Job ID: 6225)**

The appointee will work with Professor Sen Li to pursue research in smart city development. Professor Li's research interests cover a wide range of topics in control, optimization, and game theory with applications in intelligent transportation systems and smart grids. More information about Professor Li's research group is available at: <https://lisen1990.wixsite.com/senli>.

Applicants should have a PhD degree in electrical engineering, civil engineering, automation, or equivalent. Experiences in the modeling, control and optimization for intelligent transportation systems and smart grids are preferred.

**(5) Research Assistant (Job ID: 6226)**

The appointee will assist in a research project funded by the Innovation and Technology Fund from the Government of Hong Kong. The research project will investigate blockchain technologies for secure and efficient information management in construction projects. A prototype solution of a secure information-sharing platform incorporating cloud and blockchain technologies will be developed. The prototype development will be under continuous assessment by industry experts throughout the course of the project.

The appointee will be in charge of the prototype development. He/She will work closely with a research team to develop end-to-end technical solutions. Applicants should have strong first-hand technical expertise in a variety of web development and blockchain platforms. He/She should be comfortable in working in an agile environment and be passionate about continuous improvement and test-driven development.

Applicants should have a bachelor's degree or above in computer science or related discipline, with 2 to 4 years of IT working experiences in programming. They should be experienced in Web development and Cloud platform management; and experienced in REST API, JavaScript, node.js, HTML, and Docker. Experience in Smart Contract development for Ethereum (Solidity), Hyperledger Fabric (Golang or Javascript), Hyperledger Sawtooth or any other blockchain technology is an advantage. They should also be familiar with version control systems (e.g. git and SVN); Relational and NoSQL databases (e.g. MS SQL Server and MongoDB).

The appointee should be approachable and confident in dealing with people from different disciplines; self-motivated, hardworking, be able to pick up and handle tasks independently with minimum supervision; be willing to learn new technologies / initiatives as per project requirements. The appointee is required to develop blockchain applications using Hyperledger Fabric; integrate cloud-based platform with blockchain applications; design and develop Web UI; work with the research team to produce technical solutions to end user requirements; and undertake other duties as required. (Duration: 16 months)

Applicants are requested to submit an online application together with their full resume and work portfolio.

**Department of Computer Science and Engineering**

**(6) Post-doctoral Fellow(s) (Job ID: 6229)**

The appointees are expected to conduct independent research on federated learning systems, develop cutting-edge federated or distributed training algorithms for deep models, and write research papers for top-tier conferences or journals.

Applicants should have a PhD degree in computer science, computer engineering, or a related discipline, and sufficiently demonstrate abilities to conduct high-quality research in the areas of federated learning, distributed machine learning, parallel and distributed computing, or other related areas. The appointees are expected to be proficient in both oral and written English.

**(7) Research Assistant (Job ID: 6227)**

The appointee will be required to design and develop systems for binary program analysis; conduct experiments and collect data for various research scenarios; and provide assistance in writing and maintaining technical reports.

Applicants should have a bachelor's degree or above in computer science or related fields and be proficient in written and spoken English and Chinese. They should be familiar with Linux systems and environments for development; principles of compilation and computer architectures, and x86 assembly languages; and have qualified programming skills in C/C++ and Python. Familiarity with program analysis techniques, including symbolic execution, taint analysis, etc.; multiple instruction set architectures, such as ARM, MIPS; IDA Pro, GDB, angr for reverse engineering or binary analysis; scripting languages, such as Bash, and experienced in LLVM-based development are preferred. Applicants should be willing to pursue a PhD degree and work on binary program analysis. (Duration: 2 years) *(Closing date: Sun, 4 Jul 2021)*

**(8) Research Assistant (Job ID: 6228)**

The appointee will be required to plan and coordinate daily lab activities, support the work of researchers and technicians; manage lab supplies, lab-ware, and devices; and provide assistance in document management and archiving.

Applicants should have a bachelor's degree or above and be proficient in English and Chinese writing. Familiarity with Cantonese and common knowledge of computer science are advantages. *(Closing date: Sun, 4 Jul 2021)*

**Department of Electronic and Computer Engineering**

**(9) Post-doctoral Fellow/Research Associate (Job ID: 6230)**

Applications are invited for a Post-doctoral Fellow/Research Associate position to deal with the study on advanced communications, signal processing, and antenna technologies for reliable and enhanced range wireless communications. Duties include carrying out research programs in the area of "advanced communication, signal processing, and antenna technologies for reliable and extended range wireless communications", undertaking project management, collaborating with academic and industry partners and/or supervising multi-disciplinary teams of research students. The successful candidate is expected to lead the drafting and submitting of papers to top international journals and conferences, present the research at international conferences and project meetings, contribute to patent and technical reports, and draft research proposals to attract external research funding.

Applicants should have a PhD degree (or equivalent) in wireless communication and signal processing; and extensive knowledge and practical experience in several areas including wireless communication theory, signal processing, convex optimization, multi-antenna signal processing, and communication waveform design. In addition, applicants with knowledge, experience, and publications in the following topics are more preferable: propagation and channel modeling, unmanned aerial vehicle (UAV) communications, hybrid precoding/beamforming/combining for mm-wave communications/massive MIMO, antenna design and modeling for wireless communication. The appointee should have good publication track record in relevant top-tier international journals; good oral and written communication skills; and willingness to work with industry and sponsors.

For further details, applicants are welcome to contact Prof Ross Murch at [ermurch@ust.hk](mailto:ermurch@ust.hk) or Prof Shanpu Shen at [sshenaa@connect.ust.hk](mailto:sshenaa@connect.ust.hk).

**(10) Research Assistant (Job ID: 6231)**

Reporting to a professor in the department, the appointee will be required to support the professor in general office and administrative work; assist in research projects and perform other duties as assigned.

Applicants should have a bachelor's degree, preferably in engineering and science disciplines, and high proficiency in written and spoken English and Chinese (including Putonghua). Good command of MS Office including Word, Excel and Powerpoint will be required. Knowledge of webpage design, scientific computation (MATLAB) and scientific typesetting (LaTeX) is preferred. The ideal candidate should be able to multi-task, and may be required to work outside normal office hours and travel to the Mainland occasionally. *(Closing date: Wed, 30 Jun 2021)*

**Division of Public Policy**

**(11) Research Assistant (Job ID: 6152)**

The Division of Public Policy (PPOL) and the School of Engineering seek to recruit a new Research Assistant to work on a research project entitled "Strategic Planning for Transforming Hong Kong into a Leading Global Aviation and Innovation Hub", which is supported by General Support Programme (GSP) under Innovation and Technology Fund. This project aims to study the new trends in the global aviation technology industry under the COVID-19 pandemic, evaluate Hong Kong's positioning by interviewing all relevant stakeholders, conduct a series of international case studies through site visits and interviews to investigate possible technological innovations applicable to Hong Kong, and put together a technology roadmap with five established foci.

The appointee will be housed in the PPOL but will work closely with a cross-disciplinary team of faculty from Public Policy, Aerospace Engineering and Computer Science on this project. During the appointment period, the major responsibility of the appointee is to take the leadership role of a project manager and ensure the progress and timely delivery of the project. Main tasks include assisting professors in managing the project, working with PhD students and Master students in the team, contacting involved stakeholders, scheduling and conducting interviews, focus group discussions and workshops (both internationally and within Hong Kong), assisting in aviation conference organization at the end of the project, writing project reports, and co-authoring journal articles.

Applicants should have a recognized master's degree in social sciences, management, public policy, urban planning, English language, communication and applied linguistics, or a related discipline, with an excellent command of written and spoken English. The successful applicant is expected to have strong communication skills, project management capability, sense of responsibility and project timeliness, responsiveness to fast-paced research environment, and excellent independent research ability. He/She must have been well trained in qualitative research methodologies such as interviews, focus group discussions and workshops. Experience and interest in relevant air transportation or technological advancement related research are desirable. Familiarity with quantitative research such as statistical analysis and machine learning is a plus, but not necessary. The appointment is expected to commence in July 2021.

Interested applicants should submit an online application together with (a) a curriculum vitae; (b) a letter of intent describing their motivation, qualifications, skills and experience relevant to this position; (c) 2-3 writing samples (e.g. working papers, journal publications, white papers, consulting reports); and (d) 2-3 reference letters. *(Closing date: Wed, 30 Jun 2021)*

For enquiries, please contact Dr. Pengyu ZHU ([pengyuzhu@ust.hk](mailto:pengyuzhu@ust.hk)).


For posts (2), (4) and (6), 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. For post (7), a gratuity will be payable upon successful completion of contract.

**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, 20 June 2021**, 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.



DIOCESAN PREPARATORY SCHOOL (EMI, AIDED)

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


**Full-Time Teaching Posts:**

**(1) English\*, (2) Chinese\* (in PTH), (3) Mathematics (in English)**

- Registered teacher with a recognised university degree in primary education
- Language Proficiency Qualification\*
- Qualification to teach other subjects in English is an advantage
- DSE, HKCEE or HKAL results (or equivalent), transcripts/certificates and proof of accreditation for non-local degrees, special education needs training records

Please apply with full resume in English, copies of certificates and contact details to: **The Headteacher, Diocesan Preparatory School, 1 Chester Road, Kowloon Tong, Kowloon by mail or by fax at 23367854 by 30th June 2021.**

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



St. Hilary's School Limited

We are looking for the following positions (Sep 2021):

1. Primary Teacher – English Panel Head
2. Primary Teacher – Music Panel Head
3. Primary Teacher – Maths, Science & Music
4. Primary Teacher – Native English Teacher (NET)
5. Kindergarten Teacher – Native English Teacher (NET)
6. Kindergarten Teacher – Mandarin & Chinese

For those who are interested, please go to the following websites to fill in the electronic application form and upload your resume and recent photos.

- Primary Section: <http://www.sthilarys.edu.hk/joinus/>
- Kindergarten Section: <https://bit.ly/joinshkg>



PROPERTY & CONSTRUCTION



**Drainage Services Department**

**Upgrading of West Kowloon and Tsuen Wan Sewerage – Phase 2**

Atkins China Limited invites application for the following Resident Site Staff positions. The works comprise upgrading of existing sewers in Tsuen Wan, Kwai Chung, Sham Shui Po, Kowloon City, Yau Tsim Mong and Fanling areas. The works have been commenced for completion by 2025.

**Resident Engineer (Civil) (Ref No.: UWTS2\_RE)**

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) or equivalent.

**Resident Works Supervisor I (Civil) (Ref No.: UWTS2\_RWSI(C))**

Candidates should have:

- 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 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' of experience as a skilled worker in an appropriate discipline; or
- Minimum 5 years' of 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; and
- Minimum 3 years' of relevant post qualification experience; or
- Minimum 3 years' of relevant experience as Resident Works Supervisor II or equivalent in public works projects.

**Resident Works Supervisor II (Civil) (Ref No.: UWTS2\_RWSII(C))**

Candidates should have:

- 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 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' of experience as a skilled worker in an appropriate discipline; or
- Minimum 5 years' of 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 (Engineering) (Ref No.: UWTS2\_RS0(E))**

Candidates should have:

- 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 or equivalent in an appropriate discipline.

Remarks:



The job requirement of the above positions should be referred to the minimum qualification and minimum experience listed in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

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

Interested candidates please email to [recruit.rss@atkinsglobal.com](mailto:recruit.rss@atkinsglobal.com) (with relevant reference number) for on-line application on or before 25 June 2021.

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

[sncclavalin.com](https://www.sncclavalin.com)[atkinsglobal.com](https://www.atkinsglobal.com)



**Drainage Services Department**

**Contract No. DC/2018/11**

**Upgrading of Central and East Kowloon Sewerage – Phase 3**

Atkins China Limited invites application for the following Resident Site Staff positions. The works comprise upgrading of existing sewers in San Po Kung, Kowloon City, To Kwa Wan, Hung Hom and Tsim Sha Tsui areas. The works have commenced for completion by 2024Q1.

**Resident Engineer (Civil) (Ref No.: UCEKS3\_RE)**

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) or equivalent.

**Resident Assistant Inspector of Works (Ref No.: UCEKS3\_RAIOW)**


Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council / Hong Kong Institute of Construction / Hong Kong Polytechnic / Polytechnic University, the Hong Kong Institute of Vocational Education or a technical institute / college or equivalent in an appropriate discipline; and
- The language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent; and
- At least 3 years' relevant post-qualification experience; or
- At least 5 years' relevant experience as inclusive of 1 year's relevant experience as Resident Works Supervisor or equivalent in public works projects; or
- At least 3 years' relevant experience inclusive of 1 year's relevant experience as Resident Works Supervisor I or equivalent in public works projects.

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

Interested candidates please email to [recruit.rss@atkinsglobal.com](mailto:recruit.rss@atkinsglobal.com) (with relevant reference number) for on-line application on or before 25 June 2021.

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

[sncclavalin.com](https://www.sncclavalin.com)[atkinsglobal.com](https://www.atkinsglobal.com)

**ARCHITECTURAL ASSISTANT / RETAIL INTERIOR DESIGNER**

Candidates must have an Architectural or ID degree and a minimum of 5 years design + administration / project management experience in luxury retail documentation and project implementation in Hong Kong, SEA and China.

All Candidates must be fluent in English, with Putonghua a clear advantage.

Interested parties should send a detailed application by mail / email to the Managing Director :

DCMSTUDIOS Architects |  
2402 Citicorp Centre | 18 Whitfield Road |  
Causeway Bay | Hong Kong |  
Telephone : 2861 0812  
[dcms@dcmstudios.com.hk](mailto:dcms@dcmstudios.com.hk)  
[www.dcmstudios.com.hk](http://www.dcmstudios.com.hk)

DCMSTUDIOS


**Asst. Surveyor (G.P.) ( P.D.)**

*Knowledge of Property Valuation Required*

- Higher Diploma or fresh graduates, 1 year experience
- Availability in short notice
- Residing near Yuen Long advantage

Please apply with resume and expected salary to  
**Goldrich Planners & Surveyors Ltd.**  
Tel: 2713 2138 Fax: 2762 1783  
E-mail: [goldrichplanners@gmail.com](mailto:goldrichplanners@gmail.com)

GENERAL



**Drainage Services Department**

**Contract No. DC/2019/05**

**Drainage Improvement Works at Yuen Long – Stage 1**

Atkins China Limited invites applications for the following Resident Site Staff positions. The proposed works mainly comprise drainage improvement works to four villages, namely Tai Tseng Wai, Shan Ha Tsuen, Shui Tsiu San Tsuen and Ho Lik Pui. The works contracts in New Engineering Contract (NEC) form are planned to commence in 2020Q4 for completion in 2023Q1.

**Resident Assistant Clerical Officer (Labour Relations) (Ref No.: YLDS1\_RACO(LR))**

Candidates should have (a) Level 2 or above in five subjects in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or (b) Level 2 / Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and (c) Knowledge in application of common business software (e.g. Microsoft Word and Excel); and

- full-time working experience on personnel management or human resources related duties and preferably with post-secondary certificate on personnel management or human resources; or
- for recruitment exercises encountered with recruitment difficulty, post-secondary certificate on personnel management or human resources may be considered.

Remarks:

The job requirement of the above positions should be referred to the minimum qualification and minimum experience listed in Appendix 7.4 of the RSS Management Handbook.

For all technical and clerical ranks (except RWSI and RWSII), the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent shall be met.

For RWSI and RWSII, a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above shall be attained.



For the purpose of determination on whether to meet the language proficiency requirements for the technical and clerical ranks only, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

For the purpose of determination on whether to meet the minimum academic qualification required for the relevant clerical ranks only, "Attained" in Applied Learning subjects (subject to a maximum two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

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

Interested candidates please email to [recruit.rss@atkinsglobal.com](mailto:recruit.rss@atkinsglobal.com) (with relevant reference number) for on-line application on or before 10 June 2021.

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

[sncclavalin.com](https://www.sncclavalin.com)[atkinsglobal.com](https://www.atkinsglobal.com)



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 the post of **Assistant Manager (Corporate Governance)** [Ref. AM(CG)] on contract basis, which is renewable subject to the prevailing conditions.

**Duties**

The AM(CG) will be responsible to:

- assist to conduct interviews with Office Bearers and key staff of Member Associations on the corporate governance review;
- assist to research, analyse and review of the documents from the Member Associations;
- assist to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc. and implementation of the ICAC's Best Practice Reference;
- assist to organize briefing sessions/ seminars to SF&OC Member Associations for the review exercise on the governance of Member Associations;
- liaise with Member Associations to secure their support to the briefing sessions and review interviews;
- collate the documents, findings and observations from the Member Associations including their Articles of Associations, the composition of their executive boards and election mechanisms, financial reporting and auditing compliances, selection of athletes and appeal mechanism, etc. for audit review;
- assist to answer questions raised by Member Associations; and
- provide secretariat and administration support to the Corporate Governance Team.

**Requirements**

Applicants should have:

- a recognized university degree with sports management/ administration/ legal/ audit or relevant disciplines preferred;
- at least three years' experience in administrative and liaison works;
- working experiences in sports related committee and/or audit works and knowledge in the Hong Kong sports development are advantages;
- good knowledge and working experience in common computer applications;
- good command of both written and spoken English and Chinese; and
- good communication and interpersonal skills.

All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to his background and work experience.

**Remuneration**

Successful candidate 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 21 June 2021. Please mark [Ref. AM(CG)] 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.



**Architectural Services Department**

**Works Supervisor II (Building) (Civil Service Vacancy)**

**Salary : Master Pay Scale Point 9 (HK\$22,725 per month) to Master Pay Scale Point 12 (HK\$27,145 per month)**

**Closing Date for Application: 11 June 2021**

**Tel. Enquiry: 2867 5320**

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

**DIGITAL PRODUCTION COORDINATOR**

The **U.S. Consulate General** is looking for a high-caliber individual with strong English skills to join our Public Affairs Section.

For more information and to apply, visit our website:  
<https://hk.usconsulate.gov/consulate/jobs/>

**Excellent benefits** include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **June 11, 2021**.

The U.S. Mission in Hong Kong is an Equal Opportunity Employer, and we encourage qualified women and members of minority communities to apply.

GENERAL

**Finance Director**

CNA Group, a leading manufacturer and trader of household appliances, mainly kitchen appliances, is seeking a highly qualified individual for the position of Finance Director; he/she will be based in Hong Kong and will report to the Board of Directors in Europe.

**Main duties:**

- Responsible for accounting, financial, treasury activities of the Hong Kong companies (trading, holding), and supervision of month-end closing and annual closing
- Oversee the financial performance and accounting compliance of the Group's JV manufacturing plants in China
- Coordinate the external audits
- Analyse financial performance, actively proposing adjustment solutions
- Support the sales team with pricing, costing, and profitability analysis, actively participating in customers and suppliers meeting to support negotiations
- Manage the bank accounts and credit facilities
- Draft the annual budgets
- Supervise the HR/payroll management of HK team (about 25 staffs)

**Requirements:**

- At least 10 years of finance experience with 3/5 years of people management
- Experience in a leading role within the consumer goods field
- Previous work with group related companies, consolidated accounts, trade finance and liaison with banks
- China experience: accounting, fiscal, currency regulations
- Flexible professional with ability to work, hands-on, on different projects
- Well-articulated and able to communicate effectively in English, Cantonese and Mandarin (Spanish, a plus).

Interested parties send CV and salary expectations to [recruit@cnagroup.hk](mailto:recruit@cnagroup.hk)

Data collected will be used for recruitment purpose only.



**香港房屋委員會**  
**Hong Kong Housing Authority**

**Term Works Supervisor I (Civil)**

**Monthly Salary: \$28,780 (plus 15% contract-end gratuity)**

**Closing Date for Application: 18 June 2021**

**Tel. Enquiry: 2761 6170**

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

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

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**Classified Post**



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AECOM

Drainage Services Department

Contract No. DC/2019/13

Tolo Harbour Sewerage of Unsewered Areas Stage 2 Phase 2

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration and supervision of a civil, and electrical and mechanical (E&M) installation works contract for Tolo Harbour Sewerage of Unsewered Areas, Stage 2 Phase 2, which comprise construction of about 6.0 km long gravity sewers and sewage rising mains in four unsewered areas in Sha Tin and Tai Po; construction of a new sewage pumping station at Cheung Kang in Sha Tin, and modification of the existing Tai Po Kau Sewage Pumping Station in Tai Po. The works commenced in July 2020 for completion in 2023.

**\*Resident Senior Survey Officer (Engineering)** Ref. No: RSSO(E)/12521/Water

Candidates should have:

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

\*The language proficiency requirements of Level 2 Note 1 or above in Chinese Language and English Language in HKDSEE/ HKCEE or equivalent shall be met.

Note 1: Attained Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

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

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

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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by **11 June 2021** to the **Human Resources Department, AECOM, 12/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, NT.** or email to [siterecruiter-hk@aecom.com](mailto:siterecruiter-hk@aecom.com). (Please quote the REF NO. on the application letter and envelope)

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

We shape a better world

ARUP

We now invite applications for the following resident site staff positions for Contract No. GE/2021/05 - Landslip Prevention and Mitigation Programme, 2018, Package E, Landslip Prevention and Mitigation Works.

This 30-month project, involving upgrading of twenty-eight substandard government man-made features in the New Territories, Kowloon, on Hong Kong Island and Outlying Islands, implementation of hazard mitigation works for two study areas at Tai Po and Yuen Long and provision of emergency works services for natural terrain landslides occurring in mainland east (north), will commence in July 2021. We are now recruiting the following resident site staff.

**RESIDENT ENGINEER (Job Number: HON0001FJ)**

**Qualifications and Experience required**

- Corporate Membership of the Hong Kong Institution of Engineers in Civil or Geotechnical discipline or equivalent and with at least 2 years of experience in geotechnical engineering; AND
- Relevant experience

**ASSISTANT RESIDENT ENGINEER (Job Number: HON0001FK)**

**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

**RESIDENT ASSISTANT INSPECTOR OF WORKS (Job Number: HON0001FL)**

**Qualifications & Experience required**

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

**RESIDENT WORKS SUPERVISOR I (Job Number: HON0001FN)**

**Qualifications & Experience required**

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

**RESIDENT WORKS SUPERVISOR II (Job Number: HON0001FO)**

**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 ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS) (Job Number: HON0001FQ)**

**Qualifications & Experience required**

- Level 2 or equivalent <sup>(Note 1)</sup> or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) <sup>(Note 2)</sup> or equivalent; OR
- Level 2 <sup>(Note 3)</sup> / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) <sup>(Note 2)</sup> or equivalent; AND
- Knowledge in application of common business software (e.g. Microsoft Word and Excel); AND
- Full-time working experience on personnel management or human resources related duties; or preferably with post-secondary certificate on personnel management or human resources

Note: (1) For appointment purpose, "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.  
(2) The subjects may include Chinese Language and English Language.  
(3) For appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

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

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

For interested applicants, please apply online via our career website at [http://www.arup.com/Careers/Experienced\\_Hires/ApplyForAJob](http://www.arup.com/Careers/Experienced_Hires/ApplyForAJob) and search above Job Numbers on or before 11 June 2021.

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.

Hong Kong Housing Authority

Contract Programmer

**Salary:** \$33,145 to \$68,845 plus 10% Year-end Incentive Payment

**Closing Date for Application:** 18 June 2021

(Applicants must submit the required supporting documents)

**Tel. Enquiry:** 2761 7232

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

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

香港房屋委員會

Hong Kong Housing Authority

Term Publicity Officers

**Salary:** \$33,145 (plus 15% contract-end gratuity)

**Closing Date for Application:** 18 June 2021

**Tel. Enquiry:** 2761 6170

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

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

Hong Kong Housing Authority

Contract Legal Executive

**Salary:** \$33,145 - \$68,845 plus 10% Year-end Incentive Payment

**Closing Date for Application:** 18 June 2021 (Applicants must submit the required supporting documents)

**Tel. Enquiry:** 2761 6566

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

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

OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER

Computer Operator II (Civil Service Vacancy)

**Salary:** Master Pay Scale Point 6 (HK\$18,795 per month) to Master Pay Scale Point 15 (HK\$31,750 per month)

**Closing Date for Application:** 11 June 2021

**Closing Date for Submission of Supporting Documents:** 18 June 2021

(Applicants **MUST** also submit a resume and supporting documents of the relevant working experience required for the application.)

**Tel. Enquiry:** 2582 4482

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

WSP

10+ caring company

WSP (Asia) Limited has been appointed by the Highways Department as the consultant for the **Contract No. HY/2018/12 - Provision of Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways - Package 4 Contract 1.**

The works under this contract mainly comprise construction of lifts for footbridges, elevated walkways and subways in the urban area; associated civil works, geotechnical works, E&M works, modification works for existing structures, road and drainage works and landscaping works, etc.; and site investigation works. We now invite applications for the following Resident Site Staff position:

**Resident Engineer, Civil (Job ID# 48909)**

- Candidates should be a Corporate Member of the Hong Kong Institution of Engineers (HKIE) or equivalent in an appropriate discipline, with relevant experience.

Appointments will be made on Agreement Term in accordance with the prevailing Government's terms and conditions. If you meet the above job requirements, you are invited to present your application via our job application system. Please visit our WSP website at [www.wsp.com](http://www.wsp.com). Click "CAREERS"; "JOB OPPORTUNITIES"; and enter the Job ID# and then your resume stating contact numbers and availability. OR post your resume quoting the Job ID# on the application and envelope to The Human Resources Department, WSP, 7/F, One Kowloon, 1 Wang Yuen Street, Kowloon Bay, Hong Kong on or before 16 June 2021.

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

RATING AND VALUATION DEPARTMENT

Valuation Officer (Civil Service Vacancy)

**Salary:** Master Pay Scale Point 9 (HK\$22,725 per month) to Master Pay Scale Point 22 (HK\$44,555 per month)

**Closing Date for Application:** 11 June 2021

**Tel. Enquiry:** 2150 8823

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

香港房屋委員會

Hong Kong Housing Authority

Year-out Architectural Graduate (Temporary Training Vacancy)

**Training Honorarium:** \$12,780 per month

**Closing Date for Application:** 11 June 2021

**Tel. Enquiry:** 2761 7627

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

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# South China Morning Post



Join us and help lead the global conversation about China

Who are we?

The *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, with a growing correspondent staff across Asia and the United States. Our vision is to "Elevate Thought", and our mission is to "Lead the global conversation about China". In 2020, SCMP became the first news organisation in Asia to join the Trust Project, a consortium of top news companies developing global transparency standards for credible journalism.

What do we do?

The *South China Morning Post* is a global digital news leader with a unique role in championing the plurality of voices in Asia through its breadth and depth of news coverage. SCMP is committed to informing and inspiring through journalism of the highest standards. Apart from its flagship newspaper, SCMP also publishes news 24/7 on SCMP.com. Additionally, SCMP publishes a portfolio of premium lifestyle and fashion titles in Hong Kong including *Cosmopolitan*, *ELLE*, *Esquire* and, *Harper's BAZAAR*. SCMP is also home to *Abacus*, a digital news brand focused on China's tech industry; *Inkstone*, a daily news brief for those curious about China's growing impact around the world; and *Goldthread*, a content platform with a focus on food, travel and culture in China.

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?

Advertising & Marketing Solutions

- 1. Commercial Data Analyst**  
**Job Responsibilities:**
- Maintain daily reporting and insights across the digital business and provide recommendations on optimization
  - Effectively communicate daily trends that impact revenue to the executive team and other internal stakeholders
  - Work proactively with vendors internally and externally to optimize revenue, including but not limited to price floors, rate cards and profit margin
  - Collaborate with Ad operations, Ad solutions, product and technology teams to push the boundaries of programmatic Ad and direct Ad efficiencies
  - Support internal teams by creating dashboards and visualizations to support all business needs
  - Work with finance on month-end revenue reconciliations
  - Put mechanisms in place to review margins across all SCMP advertising business units
- Job Requirements:**
- Minimum 3 years of experience in a related role
  - Highly proficient in Excel & google sheets
  - Data Extraction/Querying - SQL experience greater than 3 years
  - BI/Visualizations experiences - especially these tools: Tableau/Google Data Studio
  - Strong communication/interpersonal skills
  - Fluency in statistics - distributions, statistical testing, regression analysis etc
  - Ability to create and present commercial insights
  - Bachelor's Degree in Business or equivalent experience

- 2. Account Manager, Morning Studio**  
**Purpose of the Position:**  
Deliver integrated campaigns for advertising clients, and coordinate with other teams on implementation.
- Job Responsibilities:**
- Be the day-to-day main point of contact for the client as well as manage implementation of integrated campaigns with clear objectives, project plans and budgets from the Associate Director
  - Manage execution of client campaigns through seamless collaboration between different divisions, including Morning Studio content team, creative team, event team, as well as operation teams.
  - Oversee the execution and production with close cooperation with the production team including vendors and suppliers for the campaign implementation.
- Job Requirements:**
- Degree in relevant disciplines, preferably in Marketing, Communications or Advertising.
  - At least 5 year relevant experience, with background in media, advertising, marketing or creative agencies.
  - Good understanding of the markets in the region and well connected with major brands and advertising agencies with a global and regional audience.
  - Familiarity with ad tech industry, and proven experience in B2B and B2C marketing.
  - Talented profession and result-oriented, driving cross-platform results in a high growth company environment.
  - Well versed in marketing through web, mobile and social media platforms.
  - Dedicated team player, detail minded and high integrity.
  - Experienced in communicating with diverse and large organisations.
  - Fluent in English and Cantonese. Mandarin would be advantageous

- CEO Office**  
**3. Personal Assistant to Chief Executive Officer**  
**Purpose of the Position:**  
Provide full secretarial and administrative support to the CEO and coordinate with both internal and external parties for business related matters.
- Job Responsibilities:**
- Provide full spectrum of secretarial and administrative support to CEO in both business and personal matters
  - Schedule appointments and manage the CEO's calendar (across multiple time zones)
  - Handle travelling and meeting arrangements/logistics
  - Coordinate business matters with both internal & external parties, including but not limited to the Board of Directors, Operating Committee members, Department Heads and other secretaries, media partners, and associations
  - Prepare correspondence, memorandum and other business documents
  - Collating and filing expenses
  - Take up any ad-hoc project as required
  - Provide secretarial and administrative support to the Head of Strategy and Chief of Staff on matters related to the CEO
- Job Requirements:**
- Fluent in speaking, reading, and writing English, Cantonese and Mandarin
  - Proficient in Google Suite and Microsoft Office tools (e.g. Word, Excel, PowerPoint)
  - Meticulous, organized, flexible, independent and willing to work in a fast-paced environment
  - Strong time management skills
  - High professional standard of integrity and confidentiality
  - Excellent communication, interpersonal skills and ability to multitask

Enterprise Subscriptions & Partnerships

- 4. Marketing Manager (Student Business)**  
**Job Responsibilities:**
- Research, conceptualize and develop educational product for the primary and secondary school students
  - Plan and execute full spectrum of marketing plan of educational products, including budget, brand management, product or services costing and pricing, advertising, and marketing programs
  - Develop and liaise strategic partnership to increase brand visibility and business revenue
  - Develop creative visuals and communications for promotion material for web and print, including graphic design and video editing
  - Track the campaign result and evaluate the programme effectiveness
- Job Requirements:**
- Degree or above qualification in Marketing or related disciplines
  - With at least 5+ years of experience in marketing communications and digital marketing
  - Solid experience in leading marketing programs, integrated communication, media plans, digital and social media campaigns
  - Excellent interpersonal, communication, presentation skills and project management experience
  - Organized with strong sense of responsibility
  - Able to work under pressure and remain calm in stressful situations
  - Native in English and Chinese
  - Candidate with less work experience will be considered as Assistant Marketing Manager

- 5. Sales Manager/Asst. Sales Manager, Enterprise Subscriptions**  
**Purpose of the Position:**
- Retain and develop corporate clients to achieve sales targets in Hong Kong and Asia
  - Understand the needs of key clients and propose suitable subscription offers
  - Generate quality sales leads and drive high conversions
  - Provide excellent sales service to the corporate clients and maintain strong relationship with them
- Job Responsibilities:**
- Retain and expand client base and achieve aggressive revenue targets of corporate sales in HK and Asia
  - Actively reach out to new clients through various offline and online channels or platforms to generate sales leads and lead to sales conversion
  - Manage client activities including calls, sales presentations, sales pipeline and sales solutions, and negotiate on pricing and product offering plan with clients
  - Build strong relationship with key clients and continue to expand revenue potential of the key accounts
  - Maintain strong relationship with overseas resellers to ensure revenue targets would be delivered
  - Work cross-functionally to plan and participate in sales & marketing activities and events to promote and increase company exposure and generate more leads
  - Keep track with key clients' business needs and requirement and thus, provide input to product, content, and marketing teams to improve future product offerings
  - Provide up-to-dated market information to management for business development planning
- Job Requirements:**
- BA/BS degree or higher
  - 3+ years of experience working in a B2B sales role; existing corporate client networks in the business intelligence or subscription business a plus
  - Strong sales technique, communication and presentation skills, and interpersonal skills; able to build strong professional relationships
  - Experience in working independently and deliver on sales targets
  - Experience in cross-functional collaborations, both internally and externally
  - Excellent command of written and spoken Cantonese and English

- Finance**  
**6. Assistant Accountant**  
**Job Responsibilities:**
- Handle Accounts Payable and staff claims
  - Prepare monthly supporting schedule & breakdown
  - Liaise with BU to prepare monthly commission report
  - Assist in month-end closing and year-end audit
  - Perform ad hoc duties when required
- Job Requirements:**
- Degree holder in Accountancy with minimum 3 years of relevant experience, preferably in media industry
  - Finalist/Qualified Accountant of professional accounting bodies is preferred
  - Proficiency in PC skills, including MS Word, Excel and Chinese word processing
  - Prior experience in Oracle Financials will be an asset
  - Good command of spoken and written English and Cantonese
  - Mature, independent and able to work under pressure and tight schedule

- Facilities Management**  
**7. Admin Assistant**  
**Job Responsibilities:**
- Responsible for all-rounded office administration and providing clerical support such as documents and newspaper filing and distributions
  - Maintain the franking machine balance for daily postage, handle local courier orders from departments
  - Organize and maintain office-related stocks and supplies (stationery, copy paper, distilled water, pantry items, etc)
  - Cover reception desk, maintain the cleanliness and tidiness of office area including the disinfection cleaning at the common area and outdoor jobs when needed
  - Assist in organizing company events / staff activities and perform ad hoc projects and duties as assigned
- Job Requirements:**
- Form 5 - 7 or DSE
  - Minimum 2 years of relevant experience in sizeable company
  - Good command of spoken and written English and Chinese
  - Good communication skills
  - Proficiency in G-suite is an advantage
  - Independent, well-organized, detail-oriented and willing to develop in a professional career
  - Adaptable, pro-active and willing to learn, can work under pressure to meet tight schedule

Work location 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  
Please mark 'Private & Confidential' and quote reference.



Visit [scmp.com/careers](https://scmp.com/careers) for details



## GOVERNMENT APPOINTMENTS

## EDUCATION BUREAU

### Non-Civil Service Contract Vacancies

## Quality Assurance and School-based Support Division

**Post (1) : Project Officer I (Language Learning Support/Chinese)**

EDB Job Code : EDB/QASBS/118/21

**Salary : \$66,925 per month (Gratuity : 10%) (Contract Period : 2 years)**

**Duties :** (a) To help Chinese language panel heads and teachers implement the curriculum reform through the provision of on-site professional support services; (b) To assist the team head in planning, coordinating, implementing and evaluating the support services provided by the Professional Teams; (c) To conduct school-based professional development activities and assist in organising network-based / territory-wide functions for primary and secondary school heads, Chinese language panel heads and teachers; (d) To identify and disseminate good practices in Chinese language learning and teaching and effective resources for use in primary and secondary schools; (e) To undertake school-based research and development projects relating to Chinese language learning and teaching in primary and secondary schools; and (f) To liaise with school heads / relevant parties of the schools to review their progress in school-based curriculum development.

**Entry Requirements :** (a) A Hong Kong bachelor's degree in Chinese Language and/or Chinese Language education, or equivalent; a higher degree in Chinese Language and/or Chinese Language education or related discipline, or equivalent preferred [See Remarks (i)]; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in the Hong Kong Certificate of Education Examination (HKCEE) [See Note], or equivalent; (d) At least 6 years' relevant post-qualification experience in teaching, supervision, resource management, conducting educational research, training or providing direct support to schools to enhance Chinese Language learning [See Remarks (ii)]; and (e) Preference will be given to candidates who have: (1) Good knowledge of the local education system and the curriculum reform; (2) Knowledge of current trends in Chinese Language education in both local and international settings; and (3) Proven leadership, excellent communication, interpersonal and presentation skills.

**Remarks for Post (1) :**

- (i) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
- (ii) Candidates should state the nature and relevancy of the post-qualification experience.

## Kindergarten Education Division

### Post (2) : Executive Manager

**EDB Job Code : EDB/KGE/117/21**

**Salary : \$65,000 per month (Gratuity : 10%) (Contract Period : 1 year)**

**Duties :** (a) To provide administrative and executive support to the Kindergarten (KG) Sections including general administration, accommodation, manpower planning and recruitment of staff, human resources management and supervision, finance, stores and procurements, publicity, database development/enhancement and record management, etc.; (b) To provide secretarial and logistics support to the KG Sections in meetings, briefing sessions, focus group discussions, etc. that are related to the implementation of the KG education policy; (c) To liaise with bureaux/departments and relevant parties in organising training programmes, seminars, site visits, briefing sessions, focus group discussions, consultation sessions, etc. relating to the implementation of KG education policy; (d) To assist in drafting briefs, papers and response on issues related to KG education and assessing implications, as well as compiling feasible recommendations on proposals; (e) To assist in new tasks related to KG education and KG premises; (f) To perform any other duties as required by the supervisors; and (g) May be required to work irregular hours having regard to the operational needs.

**Entry Requirements :** (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or in Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See Note]; (c) Have at least 10 years' post-qualification full-time working experience in administrative/secretariat duties (including five years at managerial level preferred); (d) With relevant experience in the Government/ quasi-government bodies or public sector organisations and handling government premises matters preferred; (e) High standard of writing skills in both English and Chinese, good command of spoken English, Cantonese and Putonghua, and sound knowledge of application software, such as English and Chinese word processing, spreadsheet and presentation software; (f) Be responsible, self-motivated and enthusiastic; and (g) Have a fine character and integrity. [Remarks : This post is open to male and female applicants.]

## **Professional Development and Training Division**

### **Post (3): Project Officer (School-based Management)**

EDB Job Code: EDB/PDT/113/21

**Salary:** \$ 38,595 per month (Gratuity: 10%) (Contract Period: 1 year)

**Duties:** (a) To design, organize and monitor the school managers training programmes; (b) To carry out various duties in supporting the establishment and operation of Incorporated Management Committees, including school visits; (c) To provide administrative support to ensure smooth office operation; (d) To prepare the estimates and monitor the expenditure in relation to the implementation of school management measures; (e) To assist in following up on the recommendations of Task Force on School-based Management Policy, including developing online self-learning packages for school managers and reviewing the implementation of soft training targets for school managers; and (f) To perform any other duties as assigned.

**Entry Requirements:** (a) A Hong Kong bachelor's degree, or equivalent; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent; (c) Met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE), or equivalent [See Remarks (ii)]; and (d) At least three years' post-degree full time relevant education related working experience.

**Post (4): Project Coordinator (Teacher Administration)**

**EDB Job Code:** EDB/PDT/114/21

**Salary:** \$30,235 per month (Gratuity : 10%) (Contract Period : 1 year)

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

**Entry Requirements:** (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE), or equivalent [See Remarks (ii)]; (c) At least 4 years' post-degree full time relevant experience. Experience in coordinating project logistics or handling recruitment activities preferred [See Remarks (iii)]; (d) Good command of both written and spoken English and Chinese; and (e) Proficiency in computer knowledge and skills, such as word-processing, spreadsheet and presentation software. Sound knowledge in database software preferred.

**Remarks for Posts (3)-(4) :**

- (i) The application period for the posts of Project Officer (School-based Management) and Project Coordinator (Teacher Administration) are from 28 May 2021 (Friday) to 11 June 2021 (Friday).
- (ii) 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 sub 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.
- (iii) Candidates should state the nature and relevancy of the work experience.

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

**Closing date of application :**

Posts (1), (3)-(4) : 11 June 2021

Post (2) : 16 June 2021

**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) :** Language Learning Support Section, Room E401, 4/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon (Tel : 3698 3969)

**Post (2) :** Kindergarten Administration 2 Section, Kindergarten Education Division, Education Bureau, Room 1432, 14/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel : 2892 6621)

**Posts (3)-(4) :** 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)

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INNOVATION AND TECHNOLOGY COMMISSION

Electronics Engineer (Non-Civil Service Contract)

(Salary: HK\$49,000 - HK\$56,000 per month, depending on qualification and experience)

Entry Requirements:

Candidates should have –

(a) a 1st or 2nd class honours degree in electronics engineering, electrical engineering, information engineering, computer engineering or computer science from a Hong Kong university, or equivalent; a higher degree in relevant discipline is preferred [see Note (1) and (2)];

(b) six years of post-qualification experience in the latest technological development in the electronics and information technology (IT) industry; experience in assessing the technical and commercial merits of projects in the relevant field and managing their operation is preferred; preferred areas of knowledge are (i) IT infrastructure management, design, support and implementation; (ii) network security solutions and products, (iii) IT project management; (iv) IT asset management, procurement, quality control and assurance; (v) technology trends in Artificial Intelligence (AI), FinTech, Internet of Things (IoT), cloud computing and multimedia technologies, etc [see Note (3)];

(c) good oral and written communication skills in Cantonese and English, with level 2 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note (2) and (4)]; and

(d) well-organized, strong sense of responsibility, good interpersonal and communication skills with people at all levels.

Note :

(1) 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.

(2) Completed Application Forms, together with copies of (i) certificates of academic qualifications; and (ii) HKDSEE/HKCEE/Common Recruitment Examination(CRE) results, should reach the enquiry address below on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application).

(3) Candidates must list the nature and relevancy of the post-qualification experience in a separate **curriculum vitae (CV)**. Copies of supporting documents of present and previous employment should be provided.

(4) For the purpose of appointment of Non-Civil Service Contract Staff, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in 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.

Your application will NOT be considered if your qualifications do not fully meet any of the entry requirements (a), (b) and (c) by the closing date for application.

Duties:

The Electronics Engineer (Non-Civil Service Contract) is mainly deployed to assist the Senior Engineer in

(a) providing technical advice and support on the information technology or electronics-related fields;

(b) examining and evaluating project proposals and monitoring the progress of approved projects under the Innovation and Technology Fund;

(c) providing secretariat and technical support to assessment panels under the Innovation and Technology Fund;

(d) developing themes for solicitation of applications under the Innovation and Technology Fund;

(e) monitoring the technological development of the local and overseas industries;

(f) building up a knowledge base on the information technology or electronics-related technology; and

(g) performing other duties in relation to promotion of innovation and technology.

Terms of Appointment:

Two-year non-civil service contract terms. Renewal of contract will be subject to the service need and the performance of the candidate.

Fringe Benefits:

(a) A gratuity may be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. Such gratuity, 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, may add up to 15% of the total basic salary drawn during the contract period.

(b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

How to Apply :

Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau’s website (<http://www.csb.gov.hk>). **Applicants should submit completed application form, a CV including a summary of present and previous employment, positions, jobs and responsibilities, copies of academic/professional qualification certificates and record of present and previous employment.** Completed forms should reach the enquiry address on or before the closing date for application with the envelope clearly marked with “For Application of Electronics Engineer (Non-Civil Service Contract)”. To avoid delayed or unsuccessful delivery of application 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 Commission and will be returned to the sender or disposed of by the HongKong Post, where appropriate. Applicants will bear any consequences arising from payment insufficient postage. As invitation will be issued via e-mail, applicants should provide an accurate e-mail address and ensure that their e-mail accounts can receive incoming e-mails properly. Candidates who are selected for interview will normally receive an invitation in about eight to ten weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Applications may NOT be considered if late, incomplete (e.g. without provision of CV or copies of academic qualification certificates and record of present and previous employment as mentioned above), submitted by fax or email, or if it is not clear from your statements that you have met the entry requirements for this position.

Enquiry Address and Telephone:

The Human Resources Section, the Innovation and Technology Commission, 21/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. For enquiries, please call 2867 5864.

Closing Date for Application:

18 June 2021

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 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. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.

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

(h) Non-civil service vacancy information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk> and the Innovation and Technology Commission Homepage at <http://www.etc.gov.hk>.

GOVERNMENT APPOINTMENTS

(Non-civil Service Vacancy)

COMMERCE AND ECONOMIC DEVELOPMENT BUREAU  
CREATE HONG KONG

Create Hong Kong (CreateHK) is a dedicated office set up under the Commerce and Economic Development Bureau (CEDB) to lead, champion and drive the development of the creative economy in Hong Kong. The office is looking for suitable candidates to fill the position of Assistant Manager (Film Development) with salary from \$30,235 – \$42,545 per month. The starting salary will depend on relevant qualification and experience.

Entry Requirements:

Candidate should have/be:

(a) A minimum of 3 years’ relevant working experience in the field of film producing, film financing, film marketing or film promotion, with at least 1 year performing as a line producer/ associate producer/ production co-ordinator/ assistant production manager in the production of full-length local feature films commercially released in Hong Kong. A bachelor’s degree from a university in Hong Kong, or equivalent, is preferred;

(b) Attained Level 2 or above in both Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent <sup>[Note]</sup>;

(c) Good organisation skill and able to work independently and under pressure; good interpersonal and problem-solving skills; able to communicate effectively in written English and Chinese and spoken English, Cantonese and Putonghua; knowledge of application software (including English and Chinese word processing, Excel, Powerpoint and editing software, etc.); experience in Government / quasi-government bodies / public service sector will be an advantage; and

(d) Immediate availability is highly preferable.

[Note: For non-civil service appointment purpose, ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to ‘Level 2’ in Chinese Language and English Language in the 2007 HKCEE and henceforth.]

Duties:

(a) To assist in the implementation of the First Feature Film Initiative (FFFI), including processing the FFFI applications, arranging assessment meetings, liaison with the FFFI applicants, drafting submissions and project agreements and arranging the disbursement of funding, etc.;

(b) To monitor the production of films funded under the FFFI and report any potential irregularities to supervisors;

(c) To provide logistics support in organising FFFI-related publicity events and to maintain the FFFI Facebook page;

(d) To monitor local and overseas training programmes funded under the Film Development Fund;

(e) To provide logistics support in the implementation of other film-related projects initiated by Create Hong Kong;

(f) To provide secretarial support to the Film Development Council and its subcommittees; and

(g) To perform other duties as assigned by senior officers.

Note:

• Subject to the exigency of services, the appointee may be required to work irregular hours and overtime, including Saturday, Sunday and Public Holiday.

• Shortlisted candidates may be required to attend written examination and/or interview.

Terms of Appointment:

Successful candidate will be employed on non-civil service contract terms for 15-18 months.

Fringe Benefits:

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

How to Apply:

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

Completed form, together with copies of employment proof (applicable to all candidates) and official transcripts or other qualification documents (applicable to candidates holding qualifications obtained from institutions outside Hong Kong), should reach the following contact address on or before the closing date for application. Please specify the title of the post being applied for on the envelope. Applications submitted by fax or email will not be accepted.

Online application can also be made through the Civil Service Bureau’s website (<http://www.csb.gov.hk>). When submitting online application, candidate is required to provide copies of relevant certificates (if applicable) and employment proof either by post to the following contact address or by e-mail to [ccibper@cedb.gov.hk](mailto:ccibper@cedb.gov.hk) on or before the closing date for application. Your online application number should be quoted on the copies of supporting documents/ in your email.

Late applications or applications with incomplete or unclear information will not be considered.

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

Contact Address and Enquiry Telephone No. :

Personnel Section, Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, 21/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. For enquiry, please call 3655 5545.

Closing Date for Application:

8 June 2021

General Notes:

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

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

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

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

(e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend written examination and 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/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.

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

(h) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

The Hong Kong Institute for Monetary and Financial Research (HKIMR) is the research arm of the Hong Kong Academy of Finance (AoF) that was established in June 2019 with full collaboration amongst the Hong Kong Monetary Authority (HKMA), the Securities and Futures Commission, the Insurance Authority and the Mandatory Provident Fund Schemes Authority. As a subsidiary of the AoF and the HKMA, the HKIMR serves as a repository of knowledge in monetary and financial research, including applied research. For more information about the HKIMR, please refer to the HKIMR website (<https://www.aof.org.hk/research/HKIMR>)

There is now an excellent opportunity for eligible candidates to apply for the following position at the HKIMR:

Manager (HKIMR)

Key Responsibilities

- Coordinate the secretariat support to the Institute's Board of Directors and Councils of Advisers
- Prepare meeting materials in consultation with the Institute's internal and external stakeholders
- Coordinate the legal advice and services in preparation of documents relating to procedural, policy and administrative matters of the Institute
- Assist in the formulation of the Institute's budget and ensure smooth functioning of the Institute in a cost-effective manner
- Prepare and review procurement activities; analyse and report financial data, including research project budgets and resource allocation

Requirements

- University degree in law, public administration, business or related fields
- At least 3 years of relevant experience preferably in corporate secretarial works and business administration
- Knowledge of corporate secretarial practice and procurement policies a definitive advantage
- Good command of both written and spoken English and Chinese, including Putonghua
- Well-versed in MS Word, Excel, PowerPoint and Chinese word-processing
- Good communication and interpersonal skills

(Selected candidate will be seconded from the HKMA to work in the HKIMR.)

Closing Date for Application: 19 June 2021.

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.

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 (Anti-Money Laundering)

Key Responsibilities

- Support the Anti-Money Laundering Division's (AML/D) implementation of Supervisory Technology (Suptech) capability
- Assist in driving the digital transformation agenda, including the adoption of data analytics
- Project management support, including scope, planning, budgeting, promotion, materials preparation, execution as well as monitoring and communicating project progress, with internal and external stakeholders
- Coordinate product backlog prioritisation with product owners and stakeholders
- Support the acquisition and development of appropriate data and technology solutions, including evaluation, selection and implementation of solutions and software tools relating to Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT) supervision
- Assist in driving and facilitating AML/D's programme to support industry adoption of AML/CFT Regulatory Technology (Regtech), including industry engagements and events

Requirements

- University degree in science, technology, engineering and mathematics, business or related disciplines
- At least 3 years of relevant experience
- Hands-on experience in project management, with a track record of delivering successful project implementation within timeline and budget. Experience in delivering transformational change a bonus
- Knowledge and experience in programme and project management using recognised project management methodologies
- Knowledge of AML/CFT Regtech development
- Self-motivated, capable of working under pressure and creative
- A good team player with good analytical, interpersonal, communication and writing skills

Closing Date for Application: 19 June 2021.

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 and join the Innovative Project Team of the Fintech Facilitation Office (FFO):

FFO website: <https://ffo.hkma.gov.hk>

Manager (Fintech Facilitation Office) – Innovative Project

Key Responsibilities

- Oversee the next-generation financial infrastructure projects, including Central Bank Digital Currency (CBDC) and Commercial Data Interchange (CDI)
- Collaborate with financial institutions, incubators and technology firms to conduct fintech-related research
- Develop and maintain relationships with relevant local, mainland and overseas external parties, e.g. the fintech community, government departments, central banks, financial regulators, and academic and international organisations, to facilitate the sharing of expertise, experience and knowledge
- Act as an interface between market participants and regulators within the HKMA to help improving the industry's understanding of the related regulatory landscape

Requirements

- University degree
- At least 3 years of relevant experience in the provision of technology services in the financial sector; preferably with deep understanding of topics such as blockchain, artificial intelligence / machine learning, data analytics, payment, and other innovative technologies supporting financial services
- Good knowledge of the latest development of local and overseas financial regulations an advantage
- A creative and innovative mindset with good interpersonal, communication, organisational and presentation skills
- Good command of both written and spoken English and Chinese. Fluency in Putonghua is an advantage

Closing Date for Application: 12 June 2021.

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

Recruitment Advertisement for Non-Civil Service Vacancy

Air Accident Investigation Authority (AAIA)  
Accident and Safety Investigator (Flight Operations)

Salary: HK\$82,105 per month

Entry Requirements:

Candidates should possess -

- (a) a valid Hong Kong Commercial Pilot's Licence (CPL) (Aeroplane);
- (b) a minimum of 1,500 hours flying experience, of which a significant proportion should be on commercial wide-bodied aeroplanes;
- (c) experience on Boeing or Airbus type aircraft;
- (d) in addition to the above, a Hong Kong Private Pilot's Licence (PPL) (Helicopter) or higher, or a valid helicopter licence issued by an ICAO contracting state with relevant experience;
- (e) a minimum of 3 years' relevant experience mentioned in (b) and (c) above.

(Remarks:

- (1) A current Commercial Pilot's Licence (CPL) (Aeroplane) should include a current Class One Medical Certificate.
- (2) Candidates should submit their application forms together with an Experience Resume by mail to the enquiry address on or before the closing date for application. The Experience Resume template can be downloaded from the AAIA website at [https://www.thb.gov.hk/aaia/eng/whats\\_new/index.htm](https://www.thb.gov.hk/aaia/eng/whats_new/index.htm).
- (3) Preference will be given to candidates who:
  - (i) have recent experience as a pilot engaged in air transport operations of wide-bodied aeroplanes;
  - (ii) have appropriate command experience on fixed wing aircraft and helicopters;
  - (iii) have a broad based knowledge of aviation including light aircraft operation;
  - (iv) are familiar with the operation of the Mandatory Occurrence Report (MOR) scheme in Hong Kong, and/or investigation of flight operations related incidents.

Duties:

An Accident and Safety Investigator (Flight Operations) is mainly deployed on duties including:

- a) To collect evidence pertinent to aircraft accident/incident investigation, including taking witness statements, retrieving and reviewing recorded data in order to establish circumstances of flight operations related occurrences;
- b) To review draft analysis and assist in the formulation of safety recommendations for flight operations related occurrences;
- c) To collate, analyse and verify systemic safety findings relating to flight operations;
- d) To assist in drafting investigation reports, documentation and records management; and
- e) any other duties as directed by the Chief Accident and Safety Investigator.

(Remarks:

Selected candidates may be required to work outside normal working hours and perform on-call duties.)

Terms of Appointment:

Successful candidate will be appointed on non-civil service contract terms for 12 months. Renewal of contract will be subject to the service need of the Authority and the performance of the candidate.

Fringe Benefits:

- (1) For candidates who work in a full-time basis, an end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.
- (2) Candidates appointed are eligible for 14 days' paid annual leave. Other benefits such as rest days, statutory holidays (or substituted holidays), maternity/paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance.

General Notes:

- (a) The candidate must be a permanent resident 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 requirements 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. The candidate appointed is not on civil service terms of appointment and conditions of service. The candidate appointed is not a civil servant and will not be eligible for posting, promotion or transfer to any post in the Civil Service.
- (d) The 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 meeting 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) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail together with their applications forms to the enquiry address stated below.

How to Apply:

Application forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's Internet Website (<http://www.csb.gov.hk>).

Completed application forms together with copies of documentary proof of possession of the required Entry Requirements (e.g. job reference, certificates, etc) should reach the enquiry address indicated. Please clearly mark on the envelope "Application for the post of Contract Accident and Safety Investigator (Flight Operations)".

Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hong Kong Post. Applicants are encouraged to provide their email addresses on the application forms.

Enquiry Address, Telephone and Email Address:

The Transport and Housing Bureau's Drop-in Box No.1 located at the 2nd Floor Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

For enquiries, please call 3509 8115 or 3509 7207 or email to [philomenawong@thb.gov.hk](mailto:philomenawong@thb.gov.hk).

Closing Date for Application: 18 June 2021



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:

Co-ordinator (Settlement)

Key Responsibilities

- Support daily settlement operations such as cash transfer, fixed income, foreign exchange, interest rate swaps, futures and options
- Work closely with stakeholders and external parties (e.g. counterparties, custodians and Nostro banks etc.) to ensure smooth settlement
- Perform other trade processing and settlement functions such as corporate actions, trade confirmation matching, reconciliation and static data maintenance, etc.
- Support system and process improvement initiatives by participating in User Acceptance Test, production rollout, etc.
- Assist in the preparation of Management Information System reports and monthly statistic reports
- Participate in regular Business Continuity Planning drills
- Perform other back office operational and administrative tasks

Requirements

- Five subjects, including Chinese Language and English Language ("Syllabus B" before 2007), at Level 2 / Grade E or above in the Hong Kong Certificate of Education Examination, or at Level 2 or equivalent or above in the Hong Kong Diploma of Secondary Education Examination
- At least 1 year's work experience in settlement / back office operations / correspondent banking services for a wide range of financial products and markets
- Basic knowledge of settlement practices and SWIFT message standards
- Hands-on experience/ knowledge of settlement and other operating systems such as SWIFT, RTGS, RIS, EasyWay, confirmation matching system and reconciliation system, and conversant with MS Excel an advantage
- Good command of written and spoken English
- A good team player and attentive to details
- Ability to manage multiple tasks and work under pressure to meet various settlement deadlines
- Need to work irregular hours as and when required

Closing Date for Application: 12 June 2021.

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

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GENERAL

SOCIAL SERVICES



**Senior Assistant Medical Services Manager 9/  
Administration Headquarters [REF: SHRM(P)1/SAMSM9/SCMP]**

Location: Sheung Wan

**Roles & responsibilities:**

- Oversee and conduct regular review on the operations of the medical services centres;
- gather service information and statistics for management's review and planning;
- liaise with different strategic partners for delivery of the medical health education programs, marketing and service enhancement plans for the Medical Division and its services centres;
- collaborate with local universities on matters related to clinical teaching, student placements and recruitment of staff; and
- handle general complaints as well as carry out the assigned projects and initiatives.

**The ideal candidate should possess:**

- A recognized degree or equivalent;
- at least Grade D in English Language (Syllabus B) and Chinese Language in the HKCEE or equivalent;
- proficiency in English and Chinese, and preferably fluency in Putonghua;
- good computer knowledge and writing skills;
- mature, self-motivated, independent, responsible, outgoing personality with dynamic character; and
- preferably post qualification experience in administration and executive work.

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

**Compensation & employment terms:**

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

**Application:**

Please send your resume and a completed application form <F601(n)> with indication of your current and expected salaries to the Head of Human Resources Division, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **15 June 2021**. **The reference code should be marked both in the letter and on the envelope.** Application forms are obtainable in person and can be downloaded from <http://www.tungwah.org.hk>. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with Tung Wah's personal data policies. Applicants not invited to attend an interview by 30 September 2021 may assume their applications unsuccessful.

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有意義的工作，活出更有意義的人生



**AGRICULTURE, FISHERIES AND  
CONSERVATION DEPARTMENT**

**Nature Conservation Officer**  
(Non-civil Service Vacancy)


**Salary:** \$44,150/month

**Closing Date for Application:**  
11 June 2021

**Tel. Enquiry:** 2150 6685

**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.**

HEALTHCARE



**醫院管理局  
HOSPITAL  
AUTHORITY**

**Vision**

- Healthy People
- Happy Staff
- Trusted by the Community

**Mission**

- Helping People  
Stay Healthy

**Values**

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

**Hospital Authority Head Office**

**Clinical Psychologist**  
(Ref: Clin Psy/HO2105032/12122)

**Office**  
Corporate Clinical Psychology Services, Quality & Safety Division

**Pay**  
HK\$56,618 to HK\$131,423 per month (including Monthly Allowance)

**Job**

- Conduct comprehensive psychological assessments and provide psychological treatment.
- Provide professional consultation to management and frontline staff.
- Coordinate and provide crisis intervention and disaster psychological services.
- Develop educational materials/programs and provide training to health care professionals.
- Lead projects to promote the psychological well-being of health care workers.
- Conduct research in areas relevant to clinical work.
- Perform emergency duties during non-office hours and may be required to perform overseas duties, when necessary.
- Conduct any other related duties as required by the supervisor.

**Requirements**

- A Master's or Doctoral degree in Clinical Psychology from a local university; or equivalent.
- (a) Grade E in English Language (Syl B) and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; OR  
(b) Level 2 in English Language and Chinese Language in the Hong Kong Diploma of Secondary Education, or equivalent.
- Fluency in written English and Chinese as well as spoken English and Cantonese.

**Preferred attributes and exposure**

- Experience in project management.
- Experience in providing crisis intervention services.
- Experience in developing psychological applications and webpage.
- Experience in staff supervision.
- Commitment and interest in providing psychological services for staff.
- Flexibility as a team player.
- Possess the following:
  - Taking initiatives at work
  - Innovative
  - Commitment to patient care
  - Good communication and interpersonal skills
  - Analytical
  - Leadership

**Remarks**

- May be required to work in another work location to meet service needs of the HA.
- May be required to work irregular hours during contingencies/emergencies.
- Applicants who are expected to graduate in the academic year of 2021 may also apply. If selected, their appointment will be subject to their having satisfied all the appointment requirements.
- 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 June 2021** via web site <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 6588.

**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 August 2021 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



**The Society for the Aid and  
Rehabilitation of Drug Abusers (SARDA)**

**Medical Officer**  
(Full Time/ Part Time/ Locum)  
Job Ref: (134) in ADM 525/01 VI (SCMP)

Subvented by Department of Health since establishment in 1961, The Society for the Aid and Rehabilitation of Drug Abusers (SARDA) is one of the largest Drug Treatment and Rehabilitation Centres in Hong Kong. SARDA is sincerely inviting applications for the post of **Medical Officer**.

Applicants should have a medical qualification creditable in Hong Kong, together with a valid practising certificate issued by the Medical Council of Hong Kong. Overseas applicants or whom are retired from Government services are also welcome. Salary is negotiable depending on work experience.

**Key Responsibilities:**

- undertake clinical and medical duties for Shek Kwu Chau Treatment and Rehabilitation Centre
- have the medical charge and be responsible of patients and the Medical Unit

Interested applicants should send their completed application form (obtainable by downloading from the Society's official website [www.sarda.org.hk](http://www.sarda.org.hk).) together with a cover letter, CV (indicating present and expected salary, and date of availability) and academic/ professional qualifications/ employment certificates by mail to Administrative Secretary, The Society for the Aid and Rehabilitation of Drug Abusers, 3/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong or by e-mail to [job1@sarda.org.hk](mailto:job1@sarda.org.hk) **not later than 7 June 2021**. Please mark the job reference number in the email (subject-line). For enquiries, please contact Ms. FAN of Administration Unit at 2527 7723. The Society reserves the right not to fill the post.

(Data collected will 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

香港基督教服務處（服務處）成立於1952年，多年來致力建立一個仁愛、公義的社會。服務處一直為有需要人士提供適切、專業、真誠的優質服務，對弱勢及被忽略的社群尤為關注，並以「社會仁愛公義、人人全面發展」為願景，為市民及社會締造希望，倡導公義、牽引共融。我們的服務團隊現誠聘：

**企業拓展及研究部**

**企業傳訊幹事（新聞）**

**職責：**

- 統籌新聞發放，傳媒採訪及撰寫相關稿件。
- 統籌對外宣傳及推廣工作。
- 處理緊急事故的傳媒相關工作。
- 編輯機構刊物，包括：年報及雙月刊等。
- 協助內部傳訊工作，包括：管理機構網頁、社交平台。
- 協助翻譯及傳譯工作。

**要求：**

- 大學程度，主修新聞、傳訊、中文或相關學歷。
- 具最少三年從事新聞主任、公關或編輯等工作經驗。
- 曾於其他非政府機構負責新聞或企業事務者優先考慮。
- 中、英文書寫能力良好。
- 具新聞及社會時事觸覺，熟悉傳媒操作。
- 具編輯及出版刊物經驗。
- 具責任感及良好溝通能力，處事細心，對社會服務有熱誠。
- 主要工作地點為尖沙咀，每週五天工作；有需要時在假日、戶外及臨時工作。

請將應徵信、職位申請表、學歷和薪金要求於2021年6月18日或之前一併寄交香港九龍尖沙咀加連威老道33號6樓，企業事務及拓展部經理唐小姐收或電郵至 [cdo@hkcs.org](mailto:cdo@hkcs.org)。職位申請表可在本處網頁<http://www.hkcs.org>下載。申請人如在兩個月內未獲聯絡約見作落選論，恕不另函通知。本機構會按需要求準僱員進行性罪行定罪紀錄查核，申請人所提供的資料將予以保密和只作招聘有關職位使用。



**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:

**Accounts Office**

**Assistant Accounting Officer**

- High Diploma in Accounting.
- LCCI level 2 and 2-year working experience preferable.
- Proficiency in PC operation including Chinese input, word processing and MS Excel.
- Self-motivated, mature, able to work under pressure, persistent, good supervisory, interpersonal and communication skills.
- Normally work 5 days a week.

Please send application letter with application form, full particulars and expected salary to **Ms. LUI, Finance Manager, Accounts Office, Hong Kong Christian Service, 8/F., 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong** or email to "[acjobapply@hkcs.org](mailto:acjobapply@hkcs.org)" by **June 16, 2021**. 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**

**Land Inspector II**  
(Civil Service Vacancy)

**Salary:** Master Pay Scale Point 4 (HK\$16,565 per month) to Master Pay Scale Point 16 (HK\$33,350 per month)

**Closing Date for Application:** 11 June 2021

**Tel. Enquiry:** 2231 3202 / 2231 3182

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



**香港中華基督教青年會**  
Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: "To serve, not to be served". The Association is now looking for high caliber candidates to fill the following position:

**Medical Officer**  
Ref: MOHCPD/05/21

**Responsibilities:**

- Provide outreach physical assessment and review to residents under the Visiting Medical Practitioner Scheme for Residential Care Homes
- Conduct comprehensive medical consultation and treatment for members, staff and general public in our medical clinic
- Deliver health education talk and training to staff on infection control, drug management and health care issues

**Requirements:**

- Be a registered medical practitioner under the Medical Registration Ordinance, CAP. 161
- Hold a valid annual practicing certificate issued by the Medical Council of Hong Kong
- Postgraduate qualification on Geriatric or Family Medicine will be an advantage
- At least 3 years' experience in medical setting, preferably working with elderly and / or people with disabilities
- Proficiency in English and Chinese, able to speak fluent Cantonese
- Excellent communication and interpersonal skills, positive and enthusiastic attitude
- 44 working hours per week, shift duty is not required, Sunday and public holiday off

Monthly salary will be starting at HK\$70,465 – HK\$121,790 (MPS point 32-46), commensurate with years of related experience.

Fringe benefits include paid annual leave, birthday leave, maternity/ paternity leave, study subsidy, medical insurance and car parking benefit etc.

Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [hrrcruit@ymca.org.hk](mailto:hrrcruit@ymca.org.hk) **on or before 9th June, 2021**.

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



**Adventist 港  
Health 安**  
Hong Kong Adventist Hospital - Tsuen Wan  
香港安樂醫院 - 荃灣

**Extending the Healing Ministry of Christ**  
Hong Kong Adventist Hospital – Tsuen Wan will offer strengthened services in various specialties, while its diagnostic facilities and backup support have also been recently upgraded to serve a wider range of specialist services. The hospital is inviting high calibre candidate to fill the following position(s):

**Dentist (Full-time)**

- Degree holder in Dental Surgery or related disciplines;
- Registered in Hong Kong under the Dentists Registration Ordinance;
- Valid practicing certificate issued by the Dental Council of Hong Kong;
- Valid license issued by Radiation Board;
- At least 3 years' dental surgery experience;
- Good command of spoken and written English and Chinese (both Cantonese and Mandarin);
- Being a member of medical protection society;
- Shift duty is required

Equal employment opportunities apply to all applicants. Please submit your resume, and your salary expectations, to **Human Resources Department, Hong Kong Adventist Hospital – Tsuen Wan, 199 Tsuen King Circuit, Tsuen Wan, N.T.** or by fax 2275 6426 or by email [humres@twah.org.hk](mailto:humres@twah.org.hk).

All information received will remain confidential and will be destroyed after 6 months.





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