


A VIRTUAL BANK THAT UNDERSTANDS THE IMPORTANCE OF PEOPLE

As a start-up in the fast-moving world of virtual banking, Mox Bank is looking to offer customers in Hong Kong high service standards and a new kind of experience.

> SECTION 1






香港聖公會福利協會有限公司

HONG KONG SHENG KUNG HUI WELFARE COUNCIL LIMITED

轉化生命・活出豐盛

Transform Life • Live in Abundance



Established in 1966 and incorporated as a charitable organization in 2013, the Hong Kong Sheng Kung Hui Welfare Council emphasizes close collaboration with Sheng Kung Hui parishes and schools and provides multi-faceted services to individuals across all ages and socioeconomic backgrounds in line with its service philosophy of “Personalised Service, Holistic Care” and “Transform Lives” so they may “Live in Abundance”. The Council currently employs a staff force of about 3,500 and operates more than 134 service units with an annual operating expenses close to HK\$1.7 billion in 2021/2022. The Council's service units are found all over Hong Kong and Macau as well as Guangzhou. For further information about the Welfare Council, please visit its website at <http://www.skhwc.org.hk>

Director (Ref: CA/D/202110/1)

As the current Director will retire in May 2022, the Council now invites applications from persons of vision and foresight, who possess the appropriate calibre, leadership and experience, for the position of Director.


Responsibilities

The Director is responsible to the Chairman of the Council's Executive Committee. The key roles and responsibilities of the Director include execution of the organization's overall direction set out by the Board of Directors / Executive Committee and provision of leadership in overall management including working out new areas of development and expansion and ensuring high effectiveness in corporate governance and business sustainability. The Council expects the Director to proactively establish partnerships with various stakeholders, explore, initiate, plan, coordinate and implement service projects, as well as plan and develop fundraising activities and effectively utilize government funds.

Requirements

Applicants should have work experience gained at a sizeable social service organization or a relevant public sector or nonprofit organization, of which the last 10 years in a senior position. Work experience gained in an NGO is an added advantage. Academically, applicants should have a Bachelor's degree or above from a recognized university in Social Science, Business Administration or a closely related discipline. Applicants should also be in possession of demonstrable leadership acumen, interpersonal, influencing and negotiation skills at a high level, as well as excellent communication capabilities.

Remuneration for the above mentioned post will be competitive. Individuals interested in the position are requested to forward a letter of application enclosing a detailed curriculum vitae, together with his / her present and expected salary to the **Human Resources Director, Hong Kong Sheng Kung Hui Welfare Council Limited, 5/F, Marina House, 68 Hing Man Street, Shaueiwan, Hong Kong.** Please mark Confidential and quote the reference number **CA/D/202110/1** on the front of the envelope. Application closes on **8 November, 2021** at 5:00 pm. All applications will be treated in strict confidence and the information received will be used for recruitment purposes only. Applications will be retained for a maximum period of six months.





THE HONG KONG POLYTECHNIC UNIVERSITY

香港理工大學



The Hong Kong Polytechnic University (PolyU) is a government-funded tertiary institution in Hong Kong. It offers programmes at various levels including Doctorate, Master's and Bachelor's degrees. It has a full-time staff strength of around 5,300 including 1,200 academic staff. The total annual consolidated expenditure budget of the University is in excess of HK\$7.6 billion. Committed to academic excellence, PolyU aspires to become a leading university that excels in professional education, world-class research and partnership for the betterment of Hong Kong, the Nation and the world. For further details about the University, please visit PolyU's website at <http://www.polyu.edu.hk>.

The University is now inviting applications and nominations for the following post in the Department of Applied Biology and Chemical Technology. Please visit the website at <http://www.polyu.edu.hk/abct> for more information about the Department.

Head of Department of Applied Biology and Chemical Technology

(Ref. 21100704)

The successful candidate will be appointed as Chair Professor/Professor normally on regular terms of appointment, commensurate with his/her qualifications and experience, and hold a concurrent headship appointment. The headship appointment is normally for an aggregate period of six years in two three-year terms of office. The post specification can be obtained from https://www.polyu.edu.hk/hro/careers/external_adv/deans_heads/. Other suitable candidate(s), if deemed appropriate by the University, may be appointed as Chair Professor/Professor.

Remuneration and Conditions of Service

Terms of appointment and remuneration package are negotiable and highly competitive. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at <https://www.polyu.edu.hk/hro/docdrive/careers/doc/Prof.pdf>.


Application and Nomination

Applicants are invited to send a detailed curriculum vitae by post, nominate three referees from different institutions by providing their names, addresses and relationship with the applicants, and direct any enquiries to the Chairman of the Search Committee for recruitment of Head of Department of Applied Biology and Chemical Technology, **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrcsabt@polyu.edu.hk, quoting the position being applied for and the reference number. **Consideration of applications will commence in early December 2021 until the position is filled.** Candidature may be obtained by nominations. General information about the University is available at <http://www.polyu.edu.hk> or from the Human Resources Office [Tel: (852) 2766 5290]. The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/.

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



www.polyu.edu.hk

Opening Minds • Shaping the Future



Canadian International School of Hong Kong

香港加拿大國際學校



Director of Visual and Performing Arts

The Canadian International School of Hong Kong (CDNIS) invites applications for the role of Director of Visual and Performing Arts to help lead the school forward in becoming a leading arts school in Hong Kong and the Asia-Pacific region.

The Director of Visual and Performing Arts represents a new role on the CDNIS senior leadership team and will report to the Head of School.

About CDNIS

Canadian International School of Hong Kong is a highly innovative learning community committed to inspiring excellence, cultivating character and empowering engagement locally and globally.

Canadian International School of Hong Kong was founded in 1991 and celebrates its 30th anniversary this year. The school is home to 1800 students from age 3-18 representing over 40 nationalities. CDNIS is a CIS/WASC accredited IB World School, with well established PYP, MYP and IBDP programmes. Students in Grades 9-12 also study for the Ontario Secondary School Diploma (OSSD), graduating with dual IB/OSSD diplomas. Further information about CDNIS may be found on the school website: <https://cdnis.edu.hk/>

The Role

The Director of Visual and Performing Arts will lead CDNIS in setting the vision for a vibrant visual and performing arts programme that brings cohesion across the grade levels and arts disciplines and deepens the school's connection with the wider arts community.

CDNIS has a serious commitment to the arts, seen through its Artist in Residence programme as well as the impressive Leo Lee Arts Centre (LLAC), a facility completely dedicated to music, drama, dance and visual arts. Positioned within the CDNIS campus, overlooking the Aberdeen waterfront, the LLAC complex comprises of eight spacious multi-purpose art, drama and music rooms, and a 604-seat masterpiece auditorium which features a retractable solid Canadian maple wood stage with an orchestra pit, as well as state-of-the-art sound, lighting and technical equipment including a cinema-sized screen and projection system. Further information about the LLAC, including a video tour, is available here: <https://cdnis.edu.hk/leo-lee-arts-centre-0>

The Candidate

The ideal candidate for this role will be a dynamic, creative individual with a deep appreciation of the role of visual and performing arts in education and the vision necessary to help build a world-class visual and performing arts programme. Qualities sought include:

- A minimum of 10-12 years of proven successful experience in the field of visual and performing arts, with a minimum of 3 years' teaching experience.
- Experience as an IB Art, IB Film, IB Music or IB Theater teacher preferred.
- Experience in an international school setting or school with a highly developed Visual and Performing Arts program.
- Excellent communication skills. Fluency in both written and oral English is required, and Chinese language skills are desirable.
- A commitment to collaboration and shared leadership.
- Proven organizational and technical skills.


How to Apply

CDNIS will be supported in this appointment process by the executive search firm Perrett Laver. Applications for the role of Director of Visual and Performing Arts should include the following materials:

- CV
- Covering Letter



Completed applications should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference 5273.

The deadline for applications is Friday, 5 November 2021. CDNIS will begin to review applications as soon as materials are received. Review of applications and nominations will continue until the post is filled. Initial enquiries may be directed in confidence to **Dr Gary Tang** at Gary.Tang@perrettlaver.com.



Canadian International School of Hong Kong

香港加拿大國際學校



Director of Innovation and Research

The Canadian International School of Hong Kong (CDNIS) invites applications for the role of Director of Innovation and Research to lead a cohesive, one-school approach to the delivery of innovative, research-based learning from Early Years to Grade 12. The Director of Innovation and Research represents a new role on the CDNIS senior leadership team and will report to the Head of School.

About CDNIS

Canadian International School of Hong Kong is a highly innovative learning community committed to inspiring excellence, cultivating character and empowering engagement locally and globally.

Canadian International School of Hong Kong was founded in 1991 and celebrates its 30th anniversary this year. The school is home to 1800 students from age 3-18 representing over 40 nationalities. CDNIS is a CIS/WASC accredited IB World School, with well-established PYP, MYP and IBDP programmes. Students in Grades 9-12 also study for the Ontario Secondary School Diploma (OSSD), graduating with dual IB/OSSD diplomas. Further information about CDNIS may be found on the school website: <https://cdnis.edu.hk/>

The Role

The Director of Innovation and Research will inspire and guide CDNIS educators, designing experiences that build cohesion and encouraging professional growth in line with best practices in teaching and learning and building a culture of research within the school. The Director of Innovation and Research will also actively engage the wider CDNIS community, enhancing and championing the unique practices and processes that make CDNIS a world-class school. They will have the opportunity to bring people together – for example, through organizing national and international forums and symposia around emergent trends in education.

The Candidate

Candidates for the role of Director of Innovation and Research will be visionary risk takers, entrepreneurs, out-of-the-box thinkers, and creative problem solvers. The ideal candidate for this position will be an active, contributing member of professional networks and associations related to innovation in education.

Qualifications Sought

- Master's degree in curriculum development, educational leadership or a related field
- Minimum 5 years of classroom teaching, coaching and leadership experience in an international school context
- Proven results in developing innovative educational instruction and design in a diverse setting
- Demonstrated success in designing and implementing professional development
- Demonstrated initiative and creativity
- Highly collaborative with exceptional communication and interpersonal skills
- Demonstrated successful change management
- Experience utilising data-driven decision-making
- Proven track record managing and inspiring complex teams

How to Apply

CDNIS will be supported in this appointment process by the executive search firm Perrett Laver. Applications for the role of Director of Innovation and Research should include the following materials:

- CV
- Covering Letter

Completed applications should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference 5272.

The deadline for applications is Friday, 5 November 2021. CDNIS will begin to review applications as soon as materials are received. Review of applications and nominations will continue until the post is filled. Initial enquiries may be directed in confidence to **Mr Kieran Pollentine** at Kieran.Pollentine@perrettlaver.com.

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POWER PROFILE



A VIRTUAL BANK THAT UNDERSTANDS THE IMPORTANCE OF PEOPLE

GAME CHANGERS

As a start-up in the fast-moving world of virtual banking, Mox Bank is looking to offer customers in Hong Kong high service standards and a new kind of experience. The ambitious management team is aiming to capitalise on changes made possible by the latest technology so it can eliminate barriers, innovate proactively, and react quickly to evolving market demand. For that, the virtual bank, which is a joint venture backed by Standard Chartered Bank, HKT, PCCW and Trip.com, will operate with an agile organisation structure in which teams, or squads, will take responsibility for certain “deliverables” and be expected to oversee them from start to finish. Under this concept of “ownership”, each squad will be made up of people from different functions. They will come together as a self-organising group charged with making best use of their diverse skills and experience to plan, collaborate, make necessary decisions, and achieve the

required outcome. In doing this, each squad will be working like a mini start-up, an approach which is expected to spark ideas, promote teamwork and lead to better overall results. It will also give the individual team members the chance to learn by being involved in multiple aspects of a project. And through that they should gain a greater sense of empowerment and fulfilment. According to Eliza Law, chief people officer of Mox, at first this way of doing things might not seem natural to a lot of new joiners. However, to help them adjust, all incoming staff are paired with a “buddy” for the first couple of months to help them find their feet and become familiar with the bank’s methods and expectations. “Buddies are carefully chosen,” Law says. “They are positive and passionate people who have experienced this transition. They can relate to the ambiguity and challenges faced by new joiners and are able to offer support and suggestions. Importantly,

they also live the bank’s values.” To further assist the initial settling in process, special emphasis is put on promoting a distinct corporate culture. The broader goal is to be customer-centric and ready to embrace change. To this end, staff are encouraged to be open-minded, ready to step outside their comfort, and confident enough to “tackle ambiguity”. So, when assessing potential recruits, Mox looks for something more than technical competencies. There is equal, if not greater, focus on the other attributes that indicate a candidate is likely to be a good cultural fit. In final round interviews, a panel of current staff from various functions pays partial attention to this, spending about 30 minutes with each candidate. “It is an opportunity for both sides to see if there is a cultural fit,” Law says. “The bank puts a strong emphasis on teamwork, so we want to see if those involved will feel comfortable working with each other.” This is a priority, she adds, despite

the fact that, in the digital era, it is becoming more common to connect with people – and do banking transactions - using devices and broadband technology. To find the right balance in meeting the needs of both staff and customers, especially while concerns about Covid-19 linger on, the bank makes use of a broad suite of online tools in order to collaborate online. In this way, it is possible to conduct productive team meetings and engage with customers online for more detailed discussions about their individual needs and preferences. In other respects, the bank has also established a “thanks-to” online channel where people can express appreciation for the small things that happen every day. And there is a polling channel where anyone involved is welcome to have their say on general decisions, large or small, affecting future policy. During the last few months, Mox has even hosted a virtual music festival, as well as movie nights and stretching classes, to ensure staff could still have some

fun and feel connected despite the difficult times. Realising that employees today want more flexible benefits, the bank has also implemented a special subsidy which can be spent on anything from an upgrade for a family insurance plan to yoga classes or a club membership. “Our holiday arrangements are flexible as well,” Law says. “Staff can buy and sell up to five days per year to fit their personal plans.”

This article is presented by the Employers’ Federation of Hong Kong (www.effhk.org.hk) which published its Guide to Good Employment Practices in 1999, and updates it periodically to cover the latest developments. For the recent edition, many companies were invited to share their views about trends and changes. The federation represents over 450 Hong Kong employers from different business sectors on a wide range of employment-related issues.

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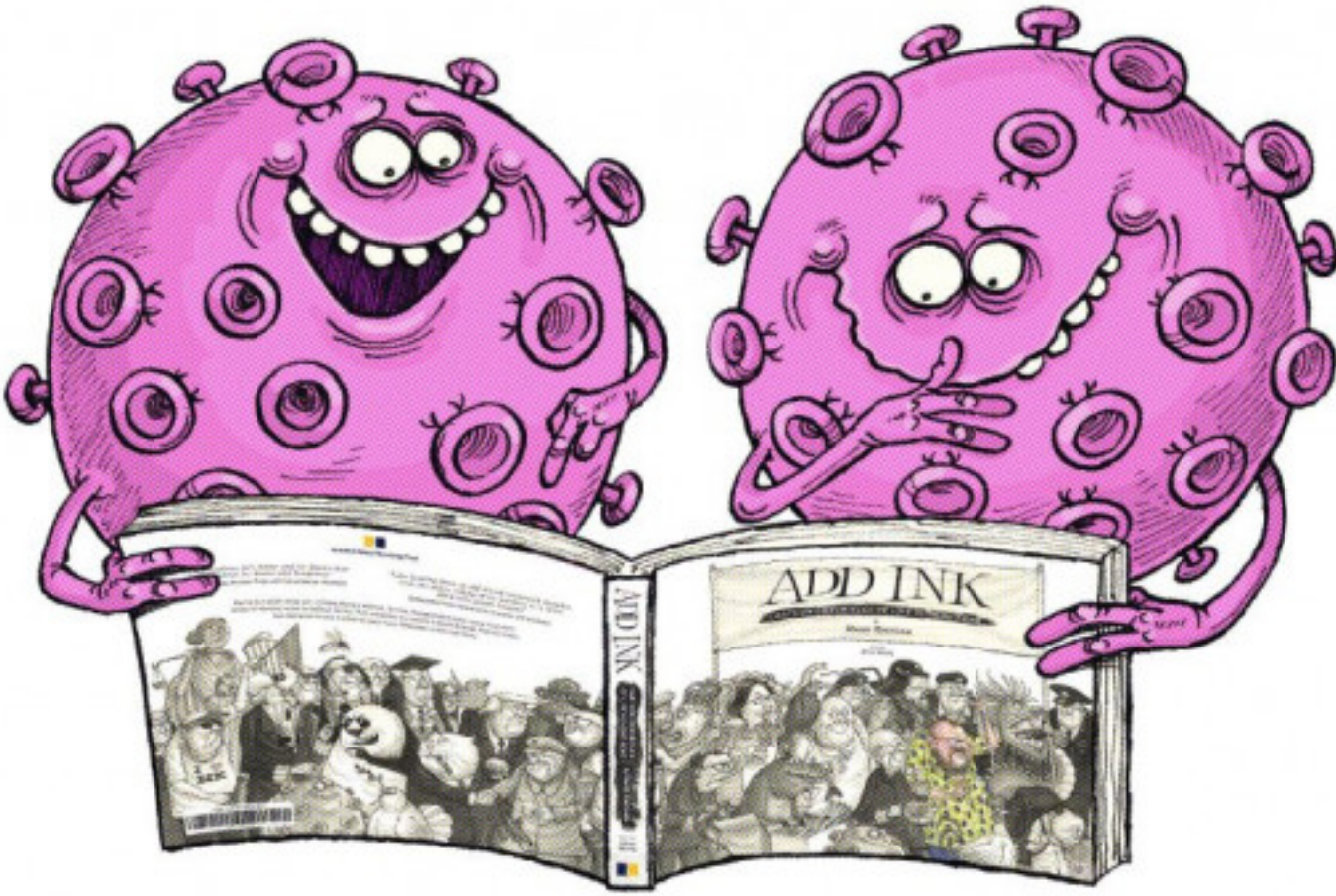
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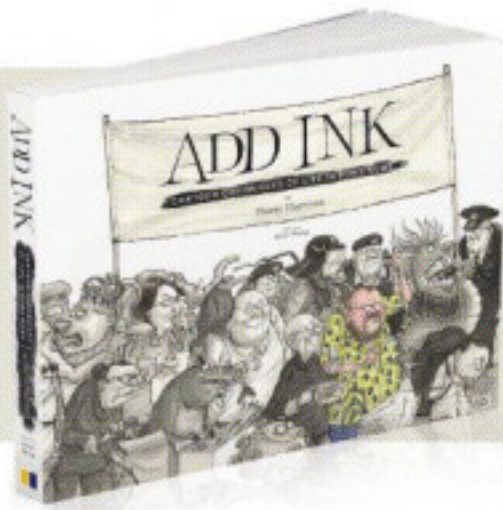
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EVERYONE NEEDS A BIT OF LIGHT RELIEF SOMETIMES...

For over 20 years, award-winning political cartoonist Harry Harrison has put pen to paper satirizing Hong Kong life and politics for the South China Morning Post. “Hongkongers always have a dark sense of humour no matter how difficult things get, and the book is a tribute to the people in the city who inspire me every day,” said Harrison.



Don't miss out on the wit, perspectives and humor of Harry Harrison's latest book release




ADD INK Cartoon Chronicles of Life in Hong Kong by Harry Harrison

Captures perspectives from the last 5 years with the irreverence and humour from the cartoonist behind 'Harry's View'

Available at **shop.scmp.com** and Bookazine bookstores
HK\$280

EDUCATION



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

BNU-HKBU UNITED INTERNATIONAL COLLEGE, ZHUHAI, PRC

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

UIC now invites candidates for the following positions which are expected to be filled in February/September 2022:

- Professor/Associate Professor/Assistant Professor in Accounting (Ref: DBM210902)**
Candidates with teaching interest and key research strength in one or more of the following subject areas: Auditing, Financial Accounting, Financial Reporting, Accounting Information Systems, Cost and Management Accounting, Hong Kong Taxation, PRC Taxation, PRC Economic Law, Principles of Law, Company Law, Corporate Governance and Accounting, Principles of Accounting, Intermediate Accounting, Advanced Accounting, Auditing, Risk Management, Business Valuation, International Tax Planning, Forensic Accounting, AI and Big-data in Accounting and Finance.
- Professor/Associate Professor/Assistant Professor in Business Studies and Marketing Management (Ref: DBM210906)**
Candidates with expertise in one or more of the following areas: Organizational Behavior, Business Ethics, Strategic Management, Brand Management, Leadership Management, International Business, Business Communications, Principles of Marketing Management, e-Customer Behaviours and Web Analytics, Service Learning and Community Engagement, Digital Marketing Strategy, Customer Relationship Management, Brand Management, Marketing Communications, Digital Marketing Analytics, Luxury and Fashion Digital Marketing, Digital Content Production and Management, Marketing Management in China, Retail Management, Sales Management, Business to Business Marketing, Services Marketing, Human Resource Management, Business Research Methods, Qualitative Research Methods, Business Analytics.
- Professor/Associate Professor/Assistant Professor in Media Arts and Design (Ref: DCC210902)**
Candidates with expertise in one or more of the following areas: 2-D and 3-D design, product design, media design, interactive design, museum, exhibition design & management in Creative Industries etc. S/he is able to be responsible for teaching, management, promotion, supervision, site visit and field trip, tutorial and caring for students. Practical experience in mainland, Greater Bay areas and overseas are preferable.
- Associate Professor/Assistant Professor in Applied Translation Studies (Ref: DHSS210903)**
Candidates with expertise in one or more of the following areas: Interpreting, Translation Technology, Computer-aided Translation, Putonghua-English Interpreting, Chinese-English Practical Translation and Translation Theory.
- Professor/Associate Professor/Assistant Professor in Public Relations and Advertising (Ref: DHSS210904)**
Candidates with expertise in one or more of the following areas: Public Relations (theory, writing, crisis communication, campaign, etc.), Media Planning, Event Planning, Integrated Marketing Communication, Digital Media, Consumer Behavior, Advertising. The position will include teaching in the Public Relations and Advertising Program, supervising capstone projects, advising undergraduate and graduate students, and providing service to the university.
- Professor/Associate Professor/Assistant Professor in English Language and Literature Studies (Ref: DHSS201003)**
Candidates with expertise in one or more of the following areas are welcome to apply: 1) Corpus Linguistics; 2) English Phonetics and Phonology; 3) Critical Discourse Analysis; 4) Multimodal Discourses; 5) English Composition. Candidates should also have a track record in scholarly publications and the potential to develop this further.
- Professor/Associate Professor/Assistant Professor in Chinese Culture and Global Communication (Ref: DHSS211013)**
Candidates with expertise in the following areas: a Media Studies specialist focusing on the impact of media in East Asian societies (such as genders, youth culture, and consumption behavior). Candidate should have a PhD degree in Media Studies with a special focus on East Asia, particularly its movie industry, video games industry and/or the interactive media market.

Candidates should have a PhD degree in a related discipline. Successful candidates are expected to be committed to excellence in undergraduate or postgraduate teaching. Preference will be given to candidates with demonstrable ability to undertake independent research leading to outcomes with a strong impact, such as publication in high quality, internationally recognized, indexed journals and scholarly presses. Academic rank will be determined in accordance with successful candidate's experience and accomplishments.

Appointment Terms
Appointment to these position will initially be made on a fixed-term contract of two years. Commencing salaries will be commensurate with qualifications and relevant experience. Fringe benefits include housing allowance, leave and social insurance. Continuation of appointment beyond the initial term will be subject to mutual agreement.

Application Procedures
Please send your application by emailing to recruit@uic.edu.cn. Applications should include a curriculum vitae and a completed "Job Application Form" which can be downloaded from https://hro.uic.edu.cn/Job_Opportunities_/Application_Procedure.htm. Please indicate the position being applied for, including the field of expertise, level and reference number. The College reserves the right not to fill these positions, or to extend the search until suitable candidates are identified or to make an appointment by invitation.

Closing Date: 6 November, 2021

SKH Bishop Mok Sau Tseng Secondary School

Principal

The school invites applications for the position of Principal, to assume office in September 2022. It is a Christian school of 24 classes and adopts English as the medium of instruction.


The Principal should:

- Meet the requirements of a Principal as prescribed by the Education Bureau;
- Agree with the mission and philosophy of the school and the Hong Kong Sheng Kung Hui;
- Be familiar with Hong Kong's education system and education reform;
- Be proficient in both English and Chinese;
- Possess strong leadership skills to lead the school and promote team spirit;
- With professional vision in education, focus on whole-person development and provide diversified high-quality education.

Applicants are requested to submit application letters in both Chinese and English, briefly describing their philosophy and ambitions in education together with a resume on or before 3 December 2021 to:

Chairman, Principal Selection Committee, c/o SKH Bishop Mok Sau Tseng Secondary School, 26 Wan Tau Kok Lane, Tai Po, N.T.
(school website: <http://www.mst.edu.hk>)

(Personal data will be confidential and strictly for this recruitment only)



YMCA of Hong Kong Christian College

港青基信書院

The YHKCC is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. 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. We are now inviting applications for the following positions:

TEACHING POSITION
TEACHER – MATHEMATICS

- Bachelor's degree in Mathematics
- PGDE or equivalent qualification
- Experience in teaching IGCSE/GCE an advantage

NON-TEACHING POSITION
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 or post to 2 Chung Yat Street, Tung Chung 27th October, 2021. Please state the position applied for on the envelope.

Chinese YMCA Secondary School

In order to cope with the expansion of the school, we invite qualified teachers of high calibre to fill the following posts:

1. Full-Time Teacher for Home Economics / Health Management and Social Care


- Requirement: a Degree Holder with relevant teaching experience and possess a PGDE

2. STEM Project Assistant

- Requirement: Degree Holder (Relevant experience is preferred)

3. Clerical Assistant (文員助理)

Please submit applications with full curriculum vitae, including present and expected salary and date available by mail to: The Principal, Chinese YMCA Secondary School, Tin Shui Wai, New Territories.
(All information provided will be used for recruitment related purpose only)



Diocesan Girls' School

拔萃女書院

The School invites applications for the following position from January 2022 onwards:

Teaching Position:
English Language / Literature in English Teacher

Requirements

- Relevant degree holder able to teach English / Literature in English with native speaker competence
- EDB Language Proficiency Assessment fulfilled
- Experienced in teaching the subject at HKDSE / GCE A Level

Interested parties are invited to send their applications, enclosing full resumes stating qualifications, career history, aspirations and contact numbers to:

The Headmistress
Diocesan Girls' School
1 Jordan Road, Kowloon, Hong Kong
Or via email to: jobs@dgs.edu.hk

Review of applications will commence as soon as possible and continue until 5 November 2021 or until the post is filled, whichever is earlier. Information / Personal data collected will be used for employment purposes only.

Australian International School Hong Kong | 香港澳洲國際學校

General Assistant | 學校工友

AISHK is seeking candidates for the position of General Assistant to join the Administration support team. The General Assistant is accountable to the Business Administrator and will carry out duties to support the main school administration office. This position offers a generous remuneration package including medical insurance and 20 days annual leave.

作為行政支援團隊之一成員，學校工友是直屬營運行政總監。其主要職責為支援及執行行政辦公室所指派的工作。僱員福利包括20日有薪假期及醫療福利。

APPLICATION DETAILS | 申請詳情

Please view the Role Statement and apply via www.aishk.edu.hk/welcome/a-career-at-aishk



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 | 香港澳洲國際學校
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GENERAL





Appointment of Chair

Aquaculture Stewardship Council (ASC) is an independent, not-for-profit organisation established in 2010 to set and operate global standards for responsible aquaculture. We work with aquaculture producers, seafood processors, retail and foodservice companies, scientists, conservation groups and the public globally to promote the best environmental and social choice in farmed seafood.

The ASC seeks a Chair who can help the charity extend its ambition and impact, hold it to account, and who will champion its cause. This is a fantastic opportunity to join and lead a team of Trustees at the heart of a growing, global organisation.


The successful candidate will need to have a good understanding of commercial drivers and how they can be used to reduce the environmental and social impacts of production.

Experience of charity governance in some capacity will be important to help steer the Board in carrying out its strategic and oversight responsibilities.

An inclusive chairing style to ensure diverse views are heard and everyone can contribute is essential. International experience is important and the sensitivity and fluency to chair a global board for which English is the working language.


If you are interested in our mission and inspired by our work, then we encourage you to apply.

To apply, please submit a CV and covering letter, detailing how you fulfil the role description and personal specification to <https://candidates.perrettlaver.com/vacancies/> quoting reference 5348. The deadline for applications is Monday 1st November 2021 at 9:00am (GMT).



Perrett Laver
AMERICAN ASIA PACIFIC EMEA

EDUCATION



THE HONG KONG POLYTECHNIC UNIVERSITY

香港理工大學

ENGLISH LANGUAGE CENTRE

Principal Teaching Fellow (Ref. 21101215)

The appointee will be required to (a) lead and promote sound, theory-based, pedagogic innovations within the English Language Centre; (b) oversee and maintain overall quality control for the Centre's subjects across the curriculum and identify where change is needed; (c) promote and facilitate scholarly investigation of the needs of students and challenges that students face in the language classroom; (d) develop and lead initiatives that encourage the inquiry and questioning of teaching practice; (e) develop policies, opportunities, events, and platforms within the Centre that enable and encourage the scholarship of teaching and learning; and (f) teach a range of courses for undergraduate and postgraduate students in English for Specific Purposes (ESP) including English for Academic Purposes (EAP) with a range of modes of teaching including digital education.

Applicants should (a) have a PhD or a professional doctorate degree in Applied Linguistics, Educational Research or Language Education; (b) have at least ten years of relevant post-qualification experience with substantial experience in higher education; (c) have proven track record in teaching excellence that creates deep and lasting impact on student learning and development; (d) have proven educational leadership in teaching innovation and significant contributions to improve teaching quality and promote a culture of good teaching at department level or beyond and other forms of contributions leading to system-wide impact; (e) have outstanding contribution in programme development leading to substantial enhancement in the quality of educational provision; (f) have proven track record in leading innovation in education, and/or proven track record in scholarship of teaching and learning as evidenced by teaching development grants or other funding obtained related to teaching and learning projects, and high-impact scholarly works or publications and educational research output; (g) have experience in course and instructional design; and (d) be a highly proficient English speaker. Applicants should be active members within the discipline of language education as evidenced through participation in relevant conferences, relevant publications, the production of language teaching materials, and/or instructional design. Applications are particularly welcome from teachers with expertise in EAP, ESP, academic literacy, workplace English or digital literacy; educational research and scholarship of teaching and learning; instructional and curriculum design; or other areas of Applied Linguistics of direct relevance to Language Education.

Remuneration and Conditions of Service
A highly competitive remuneration package will be offered. An appropriate term will be provided for appointment to the Principal Teaching Fellow post. Applicants should state their current and expected salary in the application.

Application
Please send a completed application form by post, nominate three referees from different institutions/organisations by providing their names, addresses and relationship with the applicants, to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hirstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **The closing date for application is Monday, 8 November 2021.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

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

www.polyu.edu.hk

Opening Minds • Shaping the Future

Diocesan Boys' School

Established in 1869, Diocesan Boys' School has continued to foster excellence in the all-round development of our boys in academics, sports and music.

Applications for the school year commencing September 2022 are invited from motivated and committed people for the following positions:

IB Teacher – Visual Arts (Full Time)* / Visual Arts (Part Time)

Closing date for Applications: 5 November 2021

He/She should preferably:

- Be a degree holder of the relevant subject(s);
- Possess at least 3 years of teaching experience in the relevant subject(s) preferably in the International Baccalaureate Diploma Programme;
- Possess a valid Hong Kong employment visa (will provide assistance for overseas applicants);
- Possess appropriate specialist qualification and certification.

* Full time teacher with the ability to teach additional subjects (Theory of Knowledge would be an advantage).

The successful candidate will be offered a competitive salary and remuneration package. Strong candidates will also have the opportunity to fast-track into Head of Subject Group and/or Coordinator positions. For additional information about us, please visit:

<http://www.dbs.edu.hk/>
<https://ib.dbs.edu.hk/>

Full personal particulars including educational background and working experience should reach **The Headmaster, Diocesan Boys' School, 131 Argyle Street, Kowloon, Hong Kong.**

All personal data collected will be used only for the purposes of recruitment at Diocesan Boys' School.

La Salle College

a well-established Catholic Aided boys' school with 90 years of excellence in education in Hong Kong, is inviting **teachers** motivated in the modern delivery of learning and teaching in the following subject:

French (F.1-F.6)

This teaching post is a permanent position and starting in January 2022. Prior experience in teaching is preferred. Application letter together with a CV and two (2) reference contacts are to be posted to:


The Principal, La Salle College, 18 La Salle Road, Kowloon, Hong Kong

Be the first

in town to reach elite career seekers


Classified Post

EDUCATION



Canadian International School
of Hong Kong

香港加拿大國際學校



The School

Founded in 1991, Canadian International School (CDNIS) is an independent international school. It is now widely recognised as one of the world's most innovative and cutting-edge institutions.

The School's future-ready programmes promote academic excellence, the development of character, and strong engagement both locally and globally. It is fully committed to the integration of Chinese language and culture with the Ontario curriculum and International Baccalaureate (IB) programmes. It is the only school outside of Canada where students graduate with both the Ontario Secondary School Diploma (OSSD) and the IB Diploma. Post-secondary institutions around the world recognise these two distinct diplomas for their rigorous assessment, and CDNIS students graduate with both.

For further details about the School, please visit its website at <http://www.cdnis.edu.hk>.

Director of University and College Counselling

The Position

- Reporting to the Head of School, as a key member of the senior management team, the Director of University and College Counselling is tasked with leading, enhancing, and transforming college counselling.
- The Director of University and College Counselling embraces the mission and values of the School and represents CDNIS locally, regionally and internationally in college admission. The Director will create a robust, innovative and expansive system matched with professional acclaim and student success. The Director will lead and inspire the Guidance Team to work closely and diligently with students and families through the education journey. This includes the college admission process from self-assessment to research to college/university selection, application, and admission.
- The Director of University and College Counselling should have excellent network and working relationships with top tier colleges/universities, maintain familiarity with important programs, developments and issues in the admissions and college counselling fields, and stay current with career trends.


The Candidate


The ideal candidate should possess the following attributes:

- Strong academic qualifications including a Master's degree and certifications relative to the College Counselling process
- A minimum of eight years' experience in college counselling, preferably with an international school, and/or in a college/university's admission office
- Current knowledge of and experience in college/university application and admission process
- Strong leadership experience to manage and motivate the college counselling team and to have a visible presence in the School community, forging relationships with faculty, students, parents, alumni, and the community
- Excellent network with top tier colleges/universities, including US Ivy League universities
- Diverse experience in an international context
- Excellent stakeholders management skills, including ability to connect with families to instill confidence and care
- Excellent communicator; accessible and approachable

APPLICATIONS


Interested parties should send their applications together with resumes to TT Ho of Korn/Ferry (HK) Limited, 15/F, St George's Building, 2 Ice House Street, Central, Hong Kong or by email to CDNIS-DCC@kornferry.com before 31 October 2021. Please contact TT Ho at (852) 2971 2700 for inquiries. Applicants not invited for interview within 4 weeks after the closing date may assume their applications unsuccessful, and the personal data provided will be destroyed.





Canadian International School
of Hong Kong

香港加拿大國際學校



The School

Founded in 1991, Canadian International School (CDNIS) is an independent international school. It is now widely recognised as one of the world's most innovative and cutting-edge institutions.

The School's future-ready programmes promote academic excellence, the development of character, and strong engagement both locally and globally. It is fully committed to the integration of Chinese language and culture with the Ontario curriculum and International Baccalaureate (IB) programmes. It is the only school outside of Canada where students graduate with both the Ontario Secondary School Diploma (OSSD) and the IB Diploma. Post-secondary institutions around the world recognise these two distinct diplomas for their rigorous assessment, and CDNIS students graduate with both.

For further details about the School, please visit its website at <http://www.cdnis.edu.hk>.

Director of Admissions

The Position

Reporting to the Head of School, the Director of Admissions is a key member of the senior management team. Aligning the mindset with the vision and mission of the CDNIS, the Director of Admissions is responsible for all aspects of admissions, recruitment and scholarship and will oversee the admissions process from inquiry through enrollment to onboarding. The Director will lead a collaborative effort to develop and implement both short-term and long-term recruitment and retention strategies to ensure the Canadian International School of Hong Kong (CDNIS) meets its enrollment objectives.

The ideal candidate will be an experienced admission and scholarship professional, a creative leader in admission, recruitment and retention, and a data-driven decision maker. The Director will develop and lead inclusive outreach efforts to draw diverse families to CDNIS and ensure that CDNIS continues to enroll highly promising students who both thrive as part of the school community and in turn contribute to the community as a whole.

The Director should also contribute to the overall success of the branding, marketing and communications of CDNIS, including strengthening the reputation of CDNIS and supporting its growth ambitions.


The Candidate


The ideal candidate should possess the following attributes:

- Strong academic qualifications; a Bachelor's degree in a related field; a Master's degree preferred
- A minimum of eight years' relevant experience
- Understanding of the education sector with experience of school administration
- Experience of high-level networking to build creative and mutually beneficial relationships that positively impact on strategic and tactical business development
- Strong understanding of Hong Kong
- Excellent communication skills, highly proficient in English, Putonghua and Cantonese

APPLICATIONS

Interested parties should send their applications together with resumes to TT Ho of Korn/Ferry (HK) Limited, 15/F, St George's Building, 2 Ice House Street, Central, Hong Kong or by email to CDNIS-DA@kornferry.com before 31 October 2021. Please contact TT Ho at (852) 2971 2700 for inquiries. Applicants not invited for interview within 4 weeks after the closing date may assume their applications unsuccessful, and the personal data provided will be destroyed.





香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Laboratory Animal Services Centre

This is an exciting opportunity to work in the stimulating field of laboratory animal science and gain unique skills in a multidisciplinary environment. The appointees will work as part of a small but dynamic veterinary team in the Laboratory Animal Services Centre (LASEC) at The Chinese University of Hong Kong (CUHK) in Shatin and its satellite facilities in Hong Kong.

(1) Senior Veterinarian (Ref. 2100027K) (Closing date: October 22, 2021)

The appointee will (a) assist the Assistant Director in ensuring the development and implementation of LASEC policies, and provide support to the animal care programme; (b) supervise the Veterinarian and Senior Technician especially in the areas of animal welfare, surgical and medical best practice, and PAM; (c) administer an animal care and use programme that is consistent with AAALAC standards; (d) work closely with animal care staff to ensure appropriate housing, breeding practices and objectives are provided for animals; (e) liaise with researchers who use animals in research, and ensure humane treatment of animals in accordance with applicable laws, regulations and guidelines; (f) provide instruction, training and anaesthesia support to researchers; and (g) provide emergency coverage for the care of animals as needed.

Applicants should have (i) a Degree in veterinary-related disciplines; (ii) a registered Veterinary Surgeon in Hong Kong; (iii) a valid Practising Certificate issued by the Hong Kong Veterinary Surgeons Board; and (iv) at least 10 years' post-registration relevant work experience at an appropriate level. Experience in and knowledge of laboratory animal medicine will be advantageous.

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

(2) Veterinarian I / II (Ref. 2100027J) (Closing date: October 22, 2021)

The appointee will (a) administer an animal care and use programme that is consistent with AAALAC standards; (b) work closely with animal care staff to ensure appropriate housing, breeding practices and objectives are provided for animals; (c) liaise with researchers who use animals in research, and ensure humane treatment of animals in accordance with applicable laws, regulations and guidelines; (d) provide instruction, training and anaesthesia support to researchers; (e) provide emergency coverage for the care of animals as needed; and (f) participate in the development and implementation of LASEC policies, and provide support to the animal care programme (e.g. SOP development and implementation, and progression to AAALAC accreditation).

Applicants should have (i) a Degree in veterinary-related disciplines; (ii) a registered Veterinary Surgeon in Hong Kong; (iii) a valid Practising Certificate issued by the Hong Kong Veterinary Surgeons Board; (iv) at least 5 years' post-registration relevant work experience at an appropriate level; and (v) an interest in laboratory animal medicine. Experience in and knowledge of laboratory animal medicine will be advantageous. Those with less experience may be considered for appointment as Veterinarian II.

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

Office of Research and Knowledge Transfer Services

(3) Executive Officer II (Grants Management) (Ref. 2100026Q) (Closing date: October 19, 2021)

The appointee will be responsible for (a) managing and administering various local and non-local external research grants; (b) liaising with internal Departments/Units and external funding bodies; (c) preparing statistical reports and papers; (d) co-ordinating events; and (e) supervising supporting staff.


Applicants should have (i) a good Bachelor's degree or above; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforego>; (iii) at least 2 years' post-qualification executive experience, preferably in research grant management at higher education institutions (experience in management of Mainland China research grants will be advantageous); (iv) an excellent command of written and spoken English and Chinese (including Putonghua); (v) strong organisational, analytical, problem-solving and interpersonal skills; (vi) a proactive attitude and competence in multitasking; (vii) the ability to work independently and under pressure; and (viii) high computer literacy and knowledge of software applications. Solid experience in writing reports and papers is preferred. Shortlisted candidates will be invited to sit for a written test.

Applicants must submit copies of certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications will 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.

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:-

Department of Sociology Lecturer


(Ref. 2100027P) (Closing date: October 29, 2021)

Applicants should have (i) a doctoral degree in sociology; (ii) relevant teaching experience; and (iii) demonstrated potential for effective teaching at undergraduate level in the sociology of sustainable development and the sociology of Chinese society. Preference will be given to applicants with teaching expertise in sociological theory, qualitative research method, or a broad range of subfields. The appointee is expected to also participate in departmental teaching development, community liaison and other academic activities.

Appointment will initially be made on contract basis for one to two years targeted to start in January or August 2022, renewable subject to performance and mutual agreement.


Application Procedure

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



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Drainage Services Department

Contract Nos. DC/2019/11, DC/2019/12 and DC/2020/01

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 Technical Officer (Civil)

(Ref No.: UWTS2_RTO(C))

Candidates should have:


- (1) 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.rs@atkinsglobal.com (with relevant reference number) for on-line application on or before 4 Nov 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.




[snclavalin.com](#)[atkinsglobal.com](#)





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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 Kong, 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.


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

Interested candidates please email to recruit.rs@atkinsglobal.com (with relevant reference number) for on-line application on or before 4 November 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.



[snclavalin.com](#)[atkinsglobal.com](#)



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GENERAL



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

Head, Research Office

(Ref: EM SEM(PS)/HO2110007/12142)

Office

Bureau Support, Strategy & Planning Division, HA Head Office

Pay

HK\$190,576 to HK\$258,068 per month (including Monthly Allowance)

Job

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

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

Requirements

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

Preferred Attributes/Exposure

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

Remarks

1. May be required to work in another work location to meet service needs of the HA.
2. The selected candidate is expected to undergo the fellowship training of Administrative Medicine organized by the Hong Kong College of Community Medicine.
3. Appointment will be on contract terms for a period of 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.
4. Retiring / retired HA staff who wish to continue working for HA after their normal retirement may also apply. If selected, the terms and conditions of employment will be offered in accordance with prevailing policies of the Retired and Rehire Mechanism of HA.
5. Please submit application online on or before **30 October 2021** via web site <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 7828 or 2300 6990.

General Notes

1. **We support the employment of people with a disability.**
2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. Applicants who do not hear from us before 8 January 2022 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



東華三院
Tung Wah Group of Hospitals



(1) Human Resources Managers (Appointments Unit I & II)/ Administration Headquarters
[REF: SHRM(P)1/HRM(AI&II)/SCMP]

(2) Human Resources Manager (System Development and Administration)/Administration Headquarters
[REF: SHRM(P)1/HRM(SDA)/SCMP]

(3) Senior Assistant Human Resources Managers (Welfare)/ (Staff Relations)/ Administration Headquarters
[REF: SHRM(P)1/SAHRM(W)/(SR)/SCMP]

The **Tung Wah Group of Hospitals** is the largest charitable organization in Hong Kong with over 350 service centres spreading over the territory providing medical and health, education and community services to the public.

The Group invites qualified candidates to apply for the Human Resources Managers (Appointments Unit I & II), Human Resources Manager (System Development and Administration) and Senior Assistant Human Resources Managers (Welfare)/(Staff Relations) posts under the Human Resources Division. For details of the qualifications and job requirements, please visit our website at <https://www.tungwah.org.hk/about/join-tw/vacancies/>. Deadline of application is **25 October 2021**.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER





平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



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

Equal Opportunities Officer (Complaint Services)
(Monthly salary of HK\$58,635 to HK\$73,775, 3-year fixed-term contract, further employment is subject to review on service needs and performance)

Training Officer
(Monthly salary of HK\$58,635 to HK\$73,775, 3-year fixed-term contract, further employment is subject to review on service needs and performance)

To Apply
Applications (including CV), **marked confidential and specifying the post applied for**, should be sent to the Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 23 October 2021**. Candidates shortlisted for further consideration will normally be contacted in around 6 weeks from the closing date of application. The information provided will be treated in strict confidence and will be used for employment purpose only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information on the Commission, please visit our website at <http://www.eoc.org.hk>.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-
Department of Management
(1) Professor/ Associate Professor
(Ref: 21000293)

The **Department of Management** under the CUHK Business School is now inviting applications for a faculty position at Professor/ Associate Professor level commencing August 2022. Applications from qualified scholars in specialty areas of **entrepreneurship, human resources, organizational behavior, innovation management, and management of technology** will be considered. Individuals with expertise in other management areas may also be considered. Applicants should possess (i) an earned doctorate in management or a related discipline; (ii) excellent teaching performance, particularly in delivering graduate courses; (iii) sound track record of publications in top-tier journals; and (iv) strong commitment to services at Faculty and Departmental levels. The appointee will teach courses mainly at graduate level, such as MBA and EMBA courses; publish high-quality scholarly research; and participate in academic and professional activities. He/she is expected to actively bid for competitive external funding support for research endeavors. Appointment will commence in August 2022. Candidates with proven international and academic standing and leadership, as well as outstanding record of research and scholarship may be considered for substantive appointment right away.

About the Department of Management
The Department of Management advances the vision of the CUHK Business School, “To develop global business leaders for the Asian Century”, through transformative educational programs, impactful research and knowledge, and our presence and touch with the community and society. The Department’s major research strengths center on the areas of international and organizational management with a special focus on the Asia-Pacific region, in particular China and Hong Kong. It comprises a team of academics with diverse ethnicity and extensive international experience who engage in a wide range of management research in entrepreneurship, human resources management, international management, organizational behavior, and strategic management. The Department is currently ranked 40th worldwide in the latest UTD Top 100 Business School Rankings (based on publication counts in 24 leading business journals from 2016 to 2020); and received 4th worldwide ranking based on the publication counts of Journal of International Business Studies from 1990 to 2021. For more detailed information about the Department and the faculty research, please visit our website at <https://www.bschool.cuhk.edu.hk/departments/management/>.

About CUHK Business School
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 4,600 students, as well as executive education. It has one of the most extensive alumni network in the region, with over 40,000 alumni around the world. It comprises two Schools and four Departments:
o Schools

- Accountancy
- Hotel & Tourism Management

o Departments

- Decision Sciences & Managerial Economics
- Finance
- Management
- Marketing

Applicants should submit the application package online via the CUHK career site (including completed on-line application form, full resume, publication list, and evidence of teaching ability), and provide names and email addresses of at least three referees for providing reference. The recruiting committee will review the applications, and may request additional information, if required. Online meeting may be scheduled for potential candidates. Application review will commence in November 2021, and continue until the position is filled.

Department of Japanese Studies
(2) Associate Professor/ Assistant Professor in Japanese Studies
(Ref: 21000292) (Closing date: February 8, 2022)

The Department invites applications for an Associate/ Assistant Professorship in Japanese studies. Applicants should have: (i) internationally recognized research records in both publications and grant applications; (ii) experiences in administration and serving the academic community; (iii) rich experiences in teaching and positive teaching evaluations; (iv) leadership skills and collegial spirit; and (v) native or near-native fluency in English and Japanese. Applicants specializing in fields such as literature, cultural studies, art, media studies, history, anthropology and other related areas are welcome to apply. Duties include (a) teaching at undergraduate and postgraduate levels; (b) conducting world-class scholarly research in related field; (c) supervising research postgraduate students; (d) project coordination; (e) mentoring students; and (f) committee work and other administrative duties as assigned. Appointment will normally be made on contract basis for up to three years initially commencing August 2022, which, subject to performance and mutual agreement, may lead to longer-term appointment or substantiation later. Please upload (1) a full CV with list of refereed publications; (2) contact details of three referees to whom the applicants’ consent has been given for providing references; (3) up to two writing sample(s); (4) teaching evaluations within past three years; and (5) a statement of teaching and research interests. For more information, please contact Ms. Helen Chan (Tel: (852) 3943 6466 or e-mail: japanese-studies@cuhk.edu.hk).

School of Continuing and Professional Studies
(3) Part-time Instructors (Full-time Programmes – Higher Diploma and Diploma in Foundation Studies)
(Ref: 2100028H) (Closing date: October 28, 2021)

The School of Continuing and Professional Studies (CUSCS), founded in 1965, is a self-financing extension unit of the University with its mission to provide quality lifelong education to the community of all ages. The School offers a wide variety of full-time and part-time post-secondary, professional and continuing education programmes and general courses in diversified disciplines. CUSCS now invites applications for the posts of Part-time Instructor to provide support in teaching and programme quality assurance to the School’s Higher Diploma and Diploma in Foundation Studies programmes. Applicants should possess (i) a Master’s degree in a related discipline; (ii) at least 2 years’ teaching/ professional experience; (iii) good presentation skills; (iv) good connections with related sectors; and preferably (v) knowledge of and experience in developing course materials. The appointees must be able to teach during daytime on weekdays for one whole semester starting from February 2022. The appointees will teach one or more of the following disciplines and perform other teaching-related duties:
Tourism and Business Studies
Marketing for Tourism and Hospitality, Housekeeping/ Event/ Food Service/ Customer Relationship/ Human Resource Management, Financial Accounting and Control, Quantitative Analysis for Business, Understanding Business
Recreation and Leisure Management
Legal Issues in Recreation and Leisure Management, Social Psychology of Leisure, Practicum
Communication and Public Relations
Communication Theory, Interpersonal/ Cross-cultural Communication, Organisational Communication, Copywriting, Public Relations Writing, Event and Festival Management
IT and Multimedia
Database Management, Computer Networks, Web Programming (Front-End/ Back-End), Object-Oriented Programming, Android Mobile Application, Unix/ Linux Scripting and Administration, Social Media Design and Applications, Information Technology Applications, Foundations of Digital Media
Health Care
Clinical Practicum (applicants should have at least 4 years’ clinical experience), Sociology/ Psychology for Health, Lifestyle and Health
Early Childhood Education
Nutrition and Healthcare for Young Children, Children with Diverse Needs, Educational Management/ Professionalism in Early Childhood Education, Research Basics in Special Education, Practicum (applicants who have a valid registration as Qualified Kindergarten Teacher/ Child Care Worker/ Child Care Supervisor/ Special Child Care Worker/ Nurse/ Nutritionist in Hong Kong will be an advantage)
Social Work
Social Policy and Welfare Service, Human Behaviour and Social Environment, Introduction to Sociology/ Psychology, Contemporary Hong Kong Society, Social Work Skills, Integrated Social Work Practice, Social Work Values, Law and Professional Ethics, Working with Families/ Children/ Adolescents/ Elderly, Disability and Rehabilitation, Fieldwork Supervision (applicants should be an RSW and have at least 5 years’ experience in social work practice after their social work degree for practice courses and fieldwork supervision)
English, Translation and Bilingualism
English: English Reading and Writing, English Listening and Speaking, Grammar and Stylistics, Academic English, Public Speaking, Creative Text and Media Linguistics: Phonetics and Phonology, Morphology and Syntax, Semantics and Pragmatics, Linguistics and Information Technology, Applied Linguistics, Language Acquisition, Language Science
Bilingualism: Linguistics, Cognition and Psychology, Education and Society
Translation and Interpreting: Practical Translation (Chinese-English) 漢英翻譯實務, Contrastive Language Studies (English and Chinese) 英漢語言對比研究, Principles of Translation 翻譯原理, Specialised Translation (subtitles translation, legal translation, commercial translation, etc.) 專業翻譯 (字幕翻譯・法律翻譯・商業翻譯等), Interpreting 傳譯
Chinese
Chinese Reading and Writing 中文閱讀與寫作, Classical Chinese Literature 中國古典文學, Modern and Contemporary Chinese Literature 中國現代當代文學, Chinese Etymology and Phonology 文字學與聲韻學, Practical Chinese Writing 中文寫作實務
Japanese and Korean
Japanese/ Korean Listening and Speaking, Reading and Writing, Grammar, Society and Culture, Business Japanese/ Korean and Communication, Korean Pop Culture
Humanities
Language and Culture 語言與文化, Creative and Critical Thinking, Foundations of Art Appreciation, Career and Personal Planning
The application form can be downloaded from the CUSCS website: <http://cuscs.hk/en/employment> [Application Form for Part-time Instructor AD007/SHR/PTInstApp (FEB18)]. Please submit the completed application form, together with a copy of qualification documents, online by the closing date. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.

(4) Part-time Instructors (Part-time Programmes – General Courses and other Professional Continuing Education Programmes)
(Ref: 2100028H) (Closing date: October 28, 2021)

The School of Continuing and Professional Studies (CUSCS), founded in 1965, is a self-financing extension unit of the University with its mission to provide quality lifelong education to the community of all ages. The School offers a wide variety of full-time and part-time post-secondary, professional and continuing education programmes and general courses in diversified disciplines. CUSCS now invites applications for the posts of Part-time Instructor to provide support in teaching the General Courses and other Professional Continuing Education Programmes. Applicants should possess (i) a Bachelor’s degree, preferably with a higher degree in a related discipline; (ii) at least 2 years’ teaching/professional experience; (iii) good presentation skills; (iv) good connections with related sectors; and preferably (v) knowledge of and experience in developing course materials. The appointees will teach General Courses and other Professional Continuing Education Programmes in one or more of the following disciplines and perform other teaching-related duties:
Languages
English, French, Korean, Cantonese, Chinese, Japanese-Chinese translation
Art & Design
Interior Design, Graphic design, Art Appreciation and Music
Business & Management
Introduction of ESG, ESG Investing, Derivatives and Investment Management
Health Science & Chinese Medicine
Aromatherapy, Nursing, Pharmacy, Dietetics, Allied Health, 中藥學基礎, 中醫診斷學, 中醫營養, 中醫養生保健, 穴位, 治療, 護膚, 中醫美容, 方劑, 經絡, 中藥學 (鑒定・炮製), 中藥房管理, 痛症管理, 氣功 (就中醫藥相關科目・申請人須為註冊中醫師達五年或以上・並具最少兩年相關教學經驗)
Humanities
Chinese Literature, Philosophy, Religion, History, Cultural Studies, Philosophical Counseling and Film Studies
Information Technology
Data Science - Python, Data Mining, Machine Learning, Deep Learning, Data Analytics, Big Data Technologies, Quantitative and Algorithmic Trading, Building Information Modelling (BIM), Network and Security, UX / UI Design and Design Thinking, Cloud Computing Technologies, Multimedia 2D and 3D Technologies
Social Sciences and Education
Library and Information Management - Fundamentals of Classification and Cataloging, School Library
Public Administration and Law - General Principles of Hong Kong Law, Effective Communication and Negotiation, Principles of Arbitration and Practice
Appointments will be made on contract basis for up to one year commencing as soon as possible. The application form can be downloaded from the CUSCS website: <http://cuscs.hk/en/employment> [Application Form for Part-time Instructor AD007/SHR/PTInstApp (FEB18)]. Please submit the completed application form, together with a copy of qualification documents, online by the closing date. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.

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>.

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Classified Post

EDUCATION



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Founded in 1956, Hong Kong Baptist University (HKBU) aims to be a leading research-led liberal arts University in Asia for the world delivering academic excellence in a caring, creative and global culture. HKBU has a student population of around 11,000 and a broad range of undergraduate and postgraduate programmes up to the doctoral level. Beyond Hong Kong, the University has a joint campus with Beijing Normal University running a unique liberal arts college in Zhuhai, the United International College, as well as research centres in other parts of China. Further information about the University can be found on the website at <http://www.hkbu.edu.hk>.

ACADEMIC REGISTRY

The Academic Registry (AR) is one of the key units in supporting the University's mission by providing a variety of professional services to the stakeholders and the community at large. The various Sections in AR (namely Academic Affairs Section, Academic Quality Support Section, Admissions Office and Undergraduate Studies Section) offer a wide range of support and services to prospective students, students, graduates, staff members and the public, covering admissions of quality students, academic quality assurance, scheduling of classes and examinations, student record services and administrative support to Senate and its Committees.

The University is looking for a visionary, strategic, dynamic and innovative leader to assume the position of Academic Registrar.

Academic Registrar (PR0201/21-22)

Reporting to the Vice-President (Teaching and Learning), the Registrar assumes a leading role in the planning and development of academic strategies/policies, upholding the educational quality and standard of the University undergraduate programmes, and the student experience in the University. As a University's representative, the Registrar interacts with external bodies on academic and quality matters, student information, and recruitment and admission of undergraduate students. As the Head of the Academic Registry, he/she provides dynamic leadership of over 50 staff in delivering various functions including student admission and registration, academic quality assurance, academic records and systems, undergraduate studies administration, examinations and timetabling, organisation of official ceremonies such as the commencement and honorary degree conferment ceremony; and the use of technologies to improve these functions. As the Secretary and Member of the Senate, as well as a member/chairperson of various standing committees under the Senate, the Registrar has a wide remit in leading and contributing to the overall development, review, and implementation of academic policies, regulations, and procedures at the University, as well as preparation of submissions to the University Grants Committee or other relevant bodies. The Registrar also provides advice to faculties and students on matters related to academic regulations and policies.

Applicants should possess a higher degree with extensive relevant experience and a track record of strategic leadership and preferably operational delivery in academic administration of higher education learning, outstanding communication skills with an excellent command of verbal and written English and Chinese (including Putonghua), demonstrated abilities to deliver solutions and effect changes, and to build effective relations with internal and external stakeholders. He/She should also be self-motivated, a person of high integrity and be able to clearly identify with the mission/vision of the University.

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

Salary will be commensurate with qualifications and experience.

Application Procedures

Hong Kong Baptist University is being represented by Asianet Consultants in this search. Please submit applications or nominations on or before 12 November 2021 to Mr. Peter Liu, Managing Director, Asianet Consultants at hkbu-ar@asianetconsultants.com. For enquiries, please contact Mr. Peter Liu at (852) 2530 0137.

Review of applications/nominations will begin in mid-November 2021 until the position is filled. Details of the University's Personal Information Collection Statement can be found at <http://hro.hkbu.edu.hk/pics>.

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

Hong Kong Baptist University is committed to creating a diverse environment and is an equal opportunity employer.



JAPANESE INTERNATIONAL SCHOOL HONG KONG
'Primary School of the Year 2020-21'



JAPANESE INTERNATIONAL SCHOOL, HK was established 25 years ago as a small but dynamic international primary school situated close to Shatin and Tai Po, in Hong Kong. JIS - International Section is a highly regarded authorized I.B. World School and is a partner school with International College Hong Kong. JIS was voted as Hong Kong Primary School of the Year for 2020-21.

The International Section of the school has the following position available from August 2022:

Principal – International Section Japanese International School

Applicants must be creative, experienced, and confident to lead an international primary school environment into the next phase of its development. The role of Principal is invited for application to experienced leaders of primary schools with proven talents and skills to develop the school and its community. Experience in administrative management, budgeting and strategic planning would be essential. Qualifications should be of a high level with proven enhancement in recent years showing increased learning and development. An understanding and experience within an I.B. community is preferred. Applicants should have a strong desire to work closely with the school community. As a role model to the school community applicants should demonstrate a keen interest in curriculum and environmental issues. An understanding and appreciation of working in an international learning and teaching environment is expected. Information pack available on request.

Applicants should send a letter of application, full C.V. with names of two contactable referees to the JIS recruitment team: recruit@es.jis.edu.hk

Mr. Simon Walton, Principal
Japanese International School
4663 Tai Po Road
Tai Po, N.T., Hong Kong

tel: (852) 2834 – 3531
email: s-walton@jis.edu.hk
Website: www.jis.edu.hk

The deadline for applications is Friday 22nd October, 2021. Interviews to be held in Hong Kong to shortlisted candidates in November 2021



Kiangou & Chekiang Primary School
INTERNATIONAL SECTION
www.kcis.edu.hk ED 1/13273-53

Wanted for November 2021

Primary 3 Class Teacher

Applicants should be qualified Primary Teachers with a Bachelor of Education degree or degree with a PGCE, and at least 2 years' Primary teaching experience. Knowledge of the UK curriculum would also be an advantage.

Applicants must be eligible to work in Hong Kong. Please email your letter of application, CV and details of 2 references to **Ms. Sandra Wyatt, Head Teacher** by **Monday Oct 25, 2021** to swyatt@kcis.edu.hk

Personal data collected will be used for recruitment purposes only

Native English Speaking Teachers for Nursery / Kindergartens (Full-Time or Part-Time)


Interested candidates, please email resume to jobs@cce.hk

Canaan Creative Education
Personal data collected for recruitment purpose only

Get ahead



ENGINEERING & TECHNOLOGY



C M WONG & ASSOCIATES LTD
黃志明建築工程師有限公司

CEDD Contract No. GE/2020/05
Landslip Prevention and Mitigation Programme, 2016, Package G, Landslip Prevention and Mitigation Works

This Contract forms part of the works under the Landslip Prevention and Mitigation Programme (LPMitP) Project. C M Wong & Associates Ltd has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department (CEDD) for the investigation, design and supervision of upgrading works under this Contract (CEDD Contract No. GE/2020/05) aiming to mitigate the natural terrain hazards to 3 natural hillside study areas at Lei Yue Mun and Clear Water Bay Road and upgrade some 8 government slopes in Hong Kong Island, Kowloon and the New Territories. This Contract has been commenced in July 2021 and is anticipated to be completed by December 2023.

Under the above Contract, we have vacancies for the following posts of resident site staff who meet the minimum qualification and experience requirements and are competent to carry out the assigned duties with consistently high standards of performance and conduct: -

Resident Works Supervisor Class I (RWSI/GE/2020/05)

Minimum Qualification and Experience:

- (a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or
- (b) Completed a recognized technician apprenticeship in Civil Engineering; or
- (c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or
- (d) Minimum of 5 years' experience as a skilled worker in Civil Engineering; and
- (e) Minimum of 3 years' relevant post-qualification experience; or
- (f) Minimum of 3 years' relevant experience as a Resident Works Supervisor Class II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.


Resident Works Supervisor Class II (RWSII/GE/2020/05)

Minimum Qualification and Experience:

- (a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or
- (b) Successfully completed a recognized technician apprenticeship in Civil Engineering; or
- (c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or
- (d) Minimum of 5 years' experience as a skilled worker in Civil Engineering.

Terms of Appointment:
The duration of appointment of the above posts is anticipated to be about 26 months. Successful candidates will be employed under the prevailing civil service practices.

Please send confidential applications, including full details of academic qualifications and working experience, copies of qualification certificates and employment references, availability, contact telephone number and quoting the reference code on the letter and envelope to C M Wong & Associates Ltd, 11/F Universal Trade Centre, 3-5A Arbutnot Road, Central, Hong Kong, for the attention of the Administrative Manager or Email to hr@cmwal.com on or before 22 October 2021.



binnies
Enhancing lives, communities and the environment

Drainage Services Department
Agreement No. CE 6/2012 (DS)
Construction of Additional Sewage Rising Mains and Rehabilitation of the Existing Sewage Rising Main between Tung Chung and Siu Ho Wan – Investigation, Design and Construction.

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following resident site staff posts for Agreement No. CE 6/2012 (DS) Construction of Additional Sewage Rising Mains and Rehabilitation of the Existing Sewage Rising Main between Tung Chung and Siu Ho Wan – Investigation, Design and Construction. The works comprise construction of about 6.5km of additional sewage rising main with diameter of 1,200 mm from Tung Chung Sewage Pumping Station to Siu Ho Wan Sewage Treatment Works and associated works and rehabilitation of about 6.2km of the existing 1,200 mm diameter sewage rising main. The project commenced in August 2016 for completion of the construction of additional sewage rising main by the third quarter of 2022 and the rehabilitation works by the fourth quarter of 2025.

1. RESIDENT SURVEY OFFICER (QUANTITY)
(Ref: ASRM/RSO(Q)/641/2021)

2. RESIDENT SURVEY OFFICER (ENGINEERING)
(Ref: ASRM/RSO(E)/642/2021)

Candidates should have a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical Institute (TI) / Technical college (TC) / Polytechnic university / polytechnic in Hong Kong (Poly) or equivalent or equivalent in an appropriate discipline.

Remarks:

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for position.

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

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

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

Human Resources Department
Binnies Hong Kong Limited
43/F, AIA KOWLOON TOWER, 100 HOW MING STREET,
KWUN TONG, HONG KONG
or via fax: 2693 1231 or via email: careerrhk@binnies.com
Website: <https://binnies.com>



MANNINGS
(Asia) Consultants Limited

Mannings (Asia) Consultants Limited is appointed as the Consultant by the Highways Department, the Government of Hong Kong Special Administrative Region for the Lift and Pedestrian Walkway Systems at Tai Wo Hau Road and Wo Tong Tsui Street, Kwai Chung.

Mannings (Asia) Consultants Limited is now seeking applications to fill the following site staff posts for the **Contract No. HY/2018/09 - Lift and Pedestrian Walkway System between Tai Wo Hau Road and Wo Tong Tsui Street, Kwai Chung.**

The Works under **Contract No. HY/2018/09** comprises the construction of a covered inclined lift system connecting Tai Wo Hau Road and Wo Tong Tsui Street and the associated civil and geotechnical works, electrical and mechanical works, road and drainage works, public lighting, utilities and landscaping works, etc.

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

RESIDENT TECHNICAL OFFICER (Ref: N1076/RTO/01)

Required minimum qualification and experience requirements:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ The Hong Kong Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute which was/is a member of Vocational Training Council (VTC)/ Technical College which was/is a member of Vocational Training Council (VTC) or equivalent in an appropriate discipline.

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

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

We offer salary commensurate with qualifications and experience. Please submit your applications before **29 October 2021**, with full resume, availability, present salary, contact information, expected salary, and quoting the reference code to:

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

All information collected from applicants will be used for recruitment purpose only.
Applicants not contacted within 3 months may consider their applications unsuccessful.



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GENERAL



OFFICIAL RECEIVER'S OFFICE

Insolvency Officer II (Civil Service Vacancy)

Salary : Master Pay Scale Point 14 (HK\$30,235 per month) to Master Pay Scale Point 27 (HK\$55,995 per month)

Closing Date for Application: 22 October 2021

Tel. Enquiry: 2867 2444

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.



INTELLECTUAL PROPERTY DEPARTMENT

Post (1) Senior Solicitor (Non-Civil Service Vacancy)

Salary: \$117,580 per month

Post (2) Solicitor (Non-Civil Service Vacancy)

Salary: \$70,465 - \$89,845 per month (Candidates may be considered for the granting of increments with additional years of relevant post-qualification experiences in excess of the stipulated minimum requirement.)

Closing Date for Application: 29 October 2021 (6:00 pm HK Time)

Tel. Enquiry: 2961 6887 / 2961 6814

Please visit Civil Service Bureau's website at <http://www.csb.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store or Intellectual Property Department's website at <http://www.ipd.gov.hk> for information about the post.



Environmental Protection Department

Project Assistant (Waste Reduction and Recycling) (Non-civil Service Vacancy)

Salary: HK\$15,000 per month

Closing Date for Application: 22 October 2021

Enquiry Tel.: 2872 1721

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



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Assistant Logistics Officer (Non-civil Service Vacancy)





Salary: \$21,340/month

Closing Date for Application: 22 October 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.

ENGINEERING & TECHNOLOGY



Leigh & Orange Ltd. (L&O), AECOM Asia Co. Ltd. (AECOM), and WT Partnership Ltd. (WTP) are looking for the following posts for Foundation and Excavation and Lateral Support Works for the Integrated Basement and Underground Road in Zone 2A of the West Kowloon Cultural District or the Piling Works for the Integrated Basement and Underground Road in Zone 2B & 2C of the West Kowloon Cultural District.

The following posts recruited for the Project, which is scheduled to commence in 3rd Quarter of 2021, are to facilitate the carrying out of piling works, hoarding works and temporary works.

1. Resident Engineer – Geotechnical/Interfacing (RE(G/I)) (Ref: WKCD-RE(G/I)-202110SC)

The applicant shall:

- Be a Registered Professional Engineer (Geotechnical) or equivalent as recognized by the Civil Engineering Development Department
- Possess qualification and experience of Registered Geotechnical Engineer T5 complied with Code of Practice for Site Supervision
- Be a corporate member of a professional institution recognized for corporate membership of the Hong Kong Institution of Engineers (Civil or Structural Engineering Discipline) elected after 5th December 1975. For holders of qualification in the field of Civil Engineering Discipline, appropriate experience in structural engineering design and practice is required.
- Have 5 years of post-qualification experience in the site supervision and dealing with interface issue for major civil infrastructure works.
- Have met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

2. Assistant Resident Engineer – Geotechnical / Structural (ARE(G/S)) (Ref: WKCD-ARE(G/S)-202110SC)

The applicant shall:

- Possess a bachelor's degree in civil or structural engineering with relevant experience.
- Possess qualification and experience of Registered Geotechnical Engineer T3 complied with Code of Practice for Site Supervision
- Have 3 years of working experience in the field of civil infrastructure works.
- Have met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) /Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

3. Resident Inspector of Works – Civil (RIOW(Civil)) (Ref: WKCD-RIOW(Civil)-202110SC)

The applicant shall:

- Possess Diploma or Higher Certificate in Civil Engineering Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College/ Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- Have 7 years' relevant post-qualification experience.
- Have met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) /Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

4. Resident Clerk of Works – Safety (RCOW(Safety)) (Ref: WKCD-RCOW(Safety)-202110SC)

The applicant shall:

- Possess Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College/ Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.
- Have 6 years' relevant post-qualification experience.
- Have met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) /Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

5. Resident Works Supervisor I (Civil) (Ref: WKCD-WSI-202110SC)

The applicant shall:

- Have attained a Certificate in civil engineering studies from a Hong Kong polytechnic university / polytechnic, the Hong Kong Institute of Vocational Education or technical institute / technical college, or equivalent;
- Possess at least 3 years' relevant post-qualification experience;
- Have met the language proficiency requirements of (i) Level 2 or above in English Language in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and
- Possess secondary 3 standard or above in Chinese Languages, or equivalent.

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

6. Resident Senior Surveying Officer – Engineering (RSSO(E)) (Ref: WKCD-RSSO(E)-202110SC)

The applicant shall:

- Possess 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;
- Have at least 7 years of relevant post-qualification experience or at least 7 years of relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or those listed in Section 4.5.2 of the Management Handbook
- Have passed in five subjects including English Language (“Syllabus B” before 2007) at Level 2 or Grade E* and Mathematics at Grade C or above in the Hong Kong Certificate of Education Examination (HKCEE) and Certificate in appropriate discipline from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.

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

7. Resident Surveying Officer – Engineering / Chainman (RSO(E)) (Ref: WKCD-RSO(E)-202110SC)

The applicant shall:

- Possess 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.
- Have minimum of one year relevant post-qualification experience in land surveying
- Have passed in five subjects including English Language (“Syllabus B” before 2007) at Level 2 or Grade E* and Mathematics at Grade C or above in the Hong Kong Certificate of Education Examination (HKCEE) and Certificate in appropriate discipline from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent.

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

8. Resident Assistant Clerical Officer (RACO) (Ref: WKCD-RACO-202110SC)

The applicant shall:

- Passes in five subjects including Chinese Language and English Language (“Syllabus B” before 2007) at Level 2 or Grade E* and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination (HKCEE) or
- a combination of FIVE – Level 2 in New Senior Secondary subjects / “Attained” in a maximum of two Applied Learning Subjects / Grade E in Other Language subjects including Chinese Language and English Language at Level 2 and Mathematics at Level 2 in Compulsory or Extended Parts or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.
- Knowledge in computer operation with respect to Microsoft Word and Microsoft Excel with reasonable typing speed.
- Knowledge in computer operation including the skill and technique of internet, electronic presentation skill and basic database programme.
- Minimum of 2 years' experience of staff administration and office management is also required.

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

Appointment of candidates will be made in accordance with the prevailing Government's terms and conditions for the employment of Resident Site Staff.

For Post 1 to Post 3 and Post 5 to Post 7, please send resume together with expected salary to the Human Resources Department, AECOM, 12/F, Tower 2, Grand Central Plaza, 138 Shatin Rural Committee Road, Shatin, N.T. Hong Kong or e-mail to clive.mak@aecom.com.

For Post 4 & Post 8, please send resume together with expected salary to the Human Resources Department, Leigh & Orange Ltd., 801, Dorset House, TaiKoo Place, 979 King's Road, Hong Kong or e-mail to hr-wkcd@leighorange.com.

Closing Date for Application: 8 Nov 2021.

Candidates who are selected for interview will normally receive an invitation within 8 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

(L&O, AECOM and WTP are an equal opportunity employers and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purpose only. We do not assume any risks of disclosure of personal information prior to receipt of applications. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your submitted application. If you wish to do so, please contact respective offices via emails.)

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ENGINEERING & TECHNOLOGY



Water Supplies Department
Agreement No. CE 64/2019 (WS)
Risk-Based Improvement of Water Mains on Hong Kong & Islands and New Territories West – Investigation, Design and Construction

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for the Agreement No. CE 64/2019 (WS). The works of the project include improvement of existing water mains, condition assessment of water mains and other improvement measures for water mains on Hong Kong & Islands and New Territories West.

1. ASSISTANT RESIDENT ENGINEER (Ref: RBI/ARE/572/2021)

Candidates should have:

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

2. RESIDENT SENIOR INSPECTOR OF WORKS (Ref: RBI/RSIOW/573/2021)

Candidates should have (a) a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical institute (TI) / Technical college (TC) / Polytechnic university / polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; and

- (b) at least 13 years' relevant post-qualification experience; or
- (c) at least 5 years' relevant experience as Resident Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" (RSS Management Handbook), including experience in laying of water mains in both rural and urban areas.

3. RESIDENT INSPECTOR OF WORKS (Ref: RBI/RIOW/574/2021)

Candidates should have:

- (a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (b) The academic qualification of Degree, Certificate or Diploma or equivalent certification in occupational safety and health, or construction safety is preferable; and
- (i) At least 8 years' relevant post-qualification experience; or
- (ii) At least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook, including experience in laying of water mains in both rural and urban areas.

4. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: RBI/RAIOW/575/2021)

Candidates should have:

- (a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (b) The academic qualification of Degree, Certificate or Diploma or equivalent certification in occupational safety and health, or construction safety is preferable; and
- (i) At least 3 years' relevant post-qualification experience including experience in laying of water mains in both rural and urban areas; or
- (ii) At least 5 years' relevant experience inclusive of 1 year's relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook including experience in laying of water mains in both rural and urban areas; or
- (iii) At least 3 years' relevant experience inclusive of 1 year's relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook including experience in laying of water mains in both rural and urban areas.

5. RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: RBI/RSSO(E)/576/2021)

Candidates should have:

- (a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (i) At least 7 years' relevant post-qualification experience; or
- (ii) At least 7 years' relevant experience as Resident Survey Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

6. RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: RBI/RSO(E)/577/2021)

7. RESIDENT TECHNICAL OFFICER (Ref: RBI/RTO/578/2021)

Candidates should have a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline.

8. RESIDENT ASSISTANT CLERICAL OFFICER (Ref: RBI/RACO/579/2021)

Candidates should have:

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

9. RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS) (Ref: RBI/RACO(LR)/580/2021)

Candidates should have:

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

10. RESIDENT CLERICAL ASSISTANT (Ref: RBI/RCA/581/2021)

Candidates should have

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

Remarks:

The job requirement of the above post(s) should be referred to the minimum qualification required and minimum experience listed in Appendix 7.4 of RSS Management Handbook in the webpage of the Development Bureau.

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for positions (2) - (9).

The possession of a level of proficiency in Chinese and English languages equivalent to Secondary 4 standard or above is required for position (10).

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

The incumbents of positions (1) – (4) are expected to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

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

Human Resources Department
Binnies Hong Kong Limited
43/F, AIA KOWLOON TOWER, 100 HOW MING STREET,
KWUN TONG, HONG KONG
or via fax: 2693 1231 or via email: careerhk@binnies.com
Website: <https://binnies.com>



is appointed as the consultant by the Highways Department, the Government of Hong Kong Special Administrative Region for the Provision of Barrier-free Access and Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways contracts.

Mannings (Asia) Consultants Limited is now seeking applications to fill the following site staff posts for contract administration and supervision of the contracts.

The works comprise the retrofitting works and upgrading of existing access facilities for the disabled for footbridges, elevated walkways and subways either by the provision of ramps or lifts, and associated civil works, electrical and mechanical works, geotechnical works, roads and drainage works, modification works for the existing walkways, landscaping works and lighting works, etc.

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

(1) RESIDENT ENGINEER (Ref: Q1088/RE/03)

Candidates should have:

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

(2) ASSISTANT RESIDENT ENGINEER (CIVIL) (Ref: Q1088/ARE(C)/03)

Candidates should have:

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

(3) ASSISTANT RESIDENT ENGINEER (E&M) (Ref: Q1088/ARE(E&M)/03)

Candidates should have:

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

(4) RESIDENT TECHNICAL OFFICER (Ref: Q1088/RTO/03)

Candidates should have:

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Polytechnic University/ polytechnic in Hong Kong/ Hong Kong Institute of Vocational Education/ Technical Institute which was/is a member of VTC/ Technical College which was/is a member of VTC or equivalent in an appropriate discipline.

(5) RESIDENT SURVEY OFFICER (QUANTITY) (Ref: Q1088/RSO(Q)/03)

Candidates should have:

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Polytechnic University/ polytechnic in Hong Kong/ Hong Kong Institute of Vocational Education/ Technical Institute which was/is a member of VTC/ Technical College which was/is a member of VTC or equivalent in an appropriate discipline.

(6) RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: Q1088/RSO(E)/03)

Candidates should have:

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Polytechnic University/ polytechnic in Hong Kong/ Hong Kong Institute of Vocational Education/ Technical Institute which was/is a member of VTC/ Technical College which was/is a member of VTC or equivalent in an appropriate discipline.

(7) RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: Q1088/RWSI(C)/03)

Candidates should have:

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

(8) RESIDENT WORKS SUPERVISOR I (E&M) (Ref: Q1088/RWSI(E&M)/03)

Candidates should have:

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

(9) RESIDENT WORKS SUPERVISOR II (Ref: Q1088/RWSII/03)

Candidates should have:

- Certificate from Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Polytechnic university/ polytechnic in Hong Kong/ Hong Kong Institute of Vocational Education/ Technical Institute which was/is a member of VTC / Technical College which was/is a member of VTC 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 two years' experience as a skilled worker in appropriate discipline; or
- five years' experience as a skilled worker in appropriate discipline.

(10) RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: Q1088/RAIOW/03)

Candidates should have:

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

(11) RESIDENT QUANTITY SURVEYOR (Ref: Q1088/RQS/03)

Candidates should have:

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

(12) RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS) (Ref: Q1088/RACO(LR)/03)

Candidates should have:

- Attaining five subjects at Level 2 / Grade E or above in HKCEE or equivalent; or
- Attaining five subjects at Level 2 or equivalent or above in HKDSEE or equivalent.; and
- 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.

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions. The possession of a Certified Worker Certificate (Confined Space) is an additional prerequisite for positions (7) to (10).

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

We offer salary commensurate with qualifications and experience. Please apply before **22 October 2021**, with full resume, availability, present salary, contact telephone number, email address, and quoting Reference Code to:

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

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

GENERAL



The American Hardwood Export Council (AHEC) is the leading international trade association for the US hardwood industry and provides the global hardwood trade-importers, architects, interior designers, and end users with promotional assistance, technical information, and sources of supply for US hardwoods. AHEC is Headquartered in Washington DC, and has five regional offices in the United Kingdom, Japan, Mexico, Dubai and Hong Kong.

Applications are invited for position of:

MARKETING MANAGER/EVENT PLANNER
for the AHEC Greater China/Southeast Asia Office in Hong Kong

Position Description:
Join dynamic team with the development and implementation of AHEC's promotional program in Greater China and Southeast Asia which includes, but is not limited to, the following activities: seminars, trade show exhibitions, conventions, promotional events and other activities as directed.

Requirements:
University graduate, with minimum (3-years) related work experience: event planning experience and strong organization skills, some knowledge of international trade a plus. Strong communication skills in English and Chinese (Putonghua and Cantonese) required. Experience in digital marketing and graphic design software would be advantage. Regular travel to China and Southeast Asia required.

Salary
Salary shall commensurate with qualifications and experience of the successful candidate.

Interested parties, please send application letter together with full CV in English to the following address:

John Chan
Regional Director
AHEC SEA & GRCH
2005, 20th Floor, Tower I, Lippo Centre, Admiralty, Hong Kong
Email: john.chan@ahec-china.org

All applications will be treated in Strict Confidence.
AHEC is an Equal Opportunity Employer

HOUSING DEPARTMENT

Survey Officer (Quantity)
(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 : 29 October 2021


Tel. Enquiry : 2761 6570

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

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ENGINEERING & TECHNOLOGY



Drainage Services Department

Contract No. DC/2013/10
Design, Build and Operate San Wai Sewage Treatment Works – Phase 1

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

Resident Engineer (Mechanical) Ref. No.: RE(M)/12775/Water
Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineer or equivalent in the electrical & mechanical discipline, preferably with working experience on sewage treatment works projects.

***Resident Survey Officer (Engineering) Ref. No.: RWSI(E&M)/12776/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.

#Resident Works Supervisor I (E&M) Ref. No: RWSI(E&M)/12777/Water
Candidates should have:

- Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College / a Hong Kong Polytechnic University/ Polytechnic or equivalent in an appropriate discipline; and
- At least 3 years' relevant post-qualification experience; or
- At least 3 years' relevant experience as Resident Works Supervisor II or equivalent in 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

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

Note 1: 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.

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

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

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

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

Confidential applications with full resume, availability and contact numbers should be sent by **22 October 2021** to the Human Resources Department, AECOM, 12/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Sha Tin, N.T. or email to siterecruiter-hk@aecom.com. (Please quote the **REF NO.** on the application letter and envelope)

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



have been appointed as the consultant by the Highways Department for the Contract HY/2017/02 - Lift and Pedestrian Walkway System between Kwai Shing Circuit and Hing Shing Road, Kwai Chung.

The Works under the Contract comprise a lift tower with three lifts adjacent to Hing Shing Road, construction of a covered elevated walkway to connect the above lift tower and the southern footpath along Kwai Shing Circuit and ancillary works, including footpath improvement, geotechnical, drainage, public utilities, landscaping, public lighting, electrical and mechanical (E&M) works, and re-provisioning works.

We are now seeking applications to fill the site staff posts. The employment will be made in accordance with the prevailing Government's terms and conditions. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and Public Holidays).

(1) RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS) (Ref: L1049/RACO/LR)/27)

Candidates should have:

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

(2) RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: L1049/RWSI/28)

Candidates should have:

- Certificate from CIC/HKIC/IVE/TI/TC/Poly in Hong Kong or equivalent in Civil Engineering; OR
- Completed a recognized technician apprenticeship in Civil Engineering; OR
- Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; OR
- Five years' experience as a skilled worker in Civil Engineering.

AND

- At least 3 years relevant post qualification experience; OR
- At least 3 years relevant experience as Resident Works Supervisor II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(3) RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: L1049/RSSO(E)/29)

Candidates should have:

- Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly in Hong Kong or equivalent in Surveying.

AND

- At least 7 years relevant post qualification experience; OR
- At least 7 years relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.


Remarks:

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

We offer salary commensurate with qualifications and experience. Please apply before **30 October 2021**, with full resume, availability, present salary, contact telephone number, email address, and quoting Reference Code to:

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

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



Drainage Services Department

Contract No. DC/2018/02
Upgrading of Sewage Pumping Stations and Sewerage along Ting Kok Road

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

***Resident Survey Officer (Engineering) Ref. No: RSO(E)/12772/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.

#Resident Works Supervisor I Ref. No.: RWSI/12773/WATER
#Resident Works Supervisor I (E&M) Ref. No.: RWSI(E&M)/12774/WATER
Candidates should have:

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

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

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

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

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

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


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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by **22 October 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.

(Please quote the **REF NO.** on the application letter and envelope)

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



Drainage Services Department
Contract No. DC/2019/09
Provision of Village Sewerage in Sai Kung

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff post for Contract No. DC/2019/09 – Provision of Village Sewerage in Sai Kung. The works comprise construction of a secondary sewage treatment works (STW) with a design capacity of about 2,050 cubic metres per day (m3/day) at Wo Mei and a secondary STW with a design capacity of about 140 m3/day at Po Toi O; construction of a sewage pumping station (SPS) with a design capacity of about 1,350 m3/day at Wong Chuk Wan and a SPS with a design capacity of about 3,400 m3/day at Tseng Lan Shue; construction of about 2 kilometre (km) of rising mains in Wong Chuk Wan, Tseng Lan Shue and Po Toi O; construction of about 17.5 km of gravity sewers in Wong Chuk Wan, Wo Mei, Heung Chung, Tseng Lan Shue, Sam Long, Tai Po Tsai and Po Toi O; construction of about 0.39 km of submarine outfall at Po Toi O; and ancillary works. The Contract was commenced in third quarter of 2020 for completion in the third quarter of 2024.

RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: PSS/RSSO(Q)/639/2021)

Candidates should have a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical institute (TI) / Technical college (TC) / Polytechnic university / Polytechnic (Poly) in Hong Kong or equivalent in an appropriate discipline; and

(a) have at least 7 years' relevant post-qualification experience; or

(b) have at least 7 years' relevant experience as Resident Survey Officer (Quantity) or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

Remarks:

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for position.

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

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

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

Human Resources Department
Binnies Hong Kong Limited
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GOVERNMENT APPOINTMENTS

EDUCATION BUREAU Non-Civil Service Contract Vacancies

Curriculum Development Institute

Post (1) : Curriculum Officer (Physics)

EDB Job Code : EDB/CDI/298/21

Salary : \$74,515 per month (Gratuity : 15%) (Contract Period : 2.5 Years)

Duties : (a) To develop and review the curriculum for the subjects/courses of Physics (S4-6) and Science (S1-3) in the Science Education Key Learning Area, and to monitor and evaluate the implementation of the Science-related curricula; (b) To plan, organise and conduct in-service professional development programmes for teachers as well as training courses for laboratory technicians to facilitate the implementation of the Science/ Science, Technology, Engineering and Mathematics (STEM) education; (c) To plan, co-ordinate and develop the curriculum resources to enhance the learning and teaching of the Science/ STEM education; (d) To plan, organise and conduct curriculum support programmes to schools and provide advice on matters related to implementation of Science/STEM education (including holistic curriculum development, pedagogy, assessment, laboratory safety and management etc.); (e) To liaise and cooperate with other government departments, tertiary institutions and relevant organisations on matters related to Science/STEM education; (f) To organise and conduct curriculum development projects, such as piloting learning and teaching strategies, conducting case studies and school visits, to enhance the implementation of Science/STEM education; (g) To review textbooks and related resources materials; (h) To organise and conduct activities and events related to Science/STEM education; and (i) To undertake any other duties as assigned.

Entry Requirements : (a) A Hong Kong bachelor's degree, majoring in Physics, or equivalent [See Remarks (ii)]; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent [See Remarks (ii)]; (c) Met the language proficiency requirements of 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [see Remarks (iii)]; (d) At least 6 years' relevant post-qualification [as specified in (a) and (b)] experience in teaching and/or curriculum development [See Remarks (iv)]; (e) Possess sound knowledge and educational experience in the area of Physics education, Science/ Science, Technology, Engineering and Mathematics (STEM) education and local education system; and (f) Preference will be given to candidates who possess a higher degree (e.g. a second/higher degree) related to curriculum development and / or educational management, or equivalent.

Remarks for Post (1) :

- (i) The application period for the post of Curriculum Officer (Physics) is from 15 October 2021 (Friday) to 29 October 2021 (Friday).
- (ii) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a second/ higher degree in a relevant subject) should include details in their applications.
- (iii) Candidates' results of the Use of Chinese (UC) and Use of English (UE) papers in the Common Recruitment Examination (CRE) are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest. 'Level 5' or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade 'C' or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) are accepted as equivalent to 'Level 2' in the UC paper of the CRE. 'Level 5' or above in English Language of the HKDSEE; or Grade 'C' or above in Use of English of the HKALE; or Grade 'C' or above in English Language of the General Certificate of Education (Advanced Level), are accepted as equivalent to 'Level 2' in the UE paper of the CRE. Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result is accepted as equivalent to 'Level 2' in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.
- (iv) Candidates should state the nature and relevancy of the post-qualification experience.
- (v) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of the BL in the community, candidates for all Curriculum Officer jobs in the Education Bureau will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in an applicant's overall assessment.
- (vi) Candidates should be responsible, self-motivated and enthusiastic; have a fine character and integrity; be committed to serve in the education field; and be able to communicate effectively in Chinese and English.

Curriculum Support Division

Post (2) : Project Officer I (Language Learning Support/English)

EDB Job Code : EDB/CSD/289/21

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

Duties : (a) To help English language panel heads and teachers in implementing 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, English language panel heads and teachers; (d) To identify and disseminate good practices in English 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 English 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 English Language or English Language education, or equivalent; a higher degree in English Language or English 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 Remarks (ii)], 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 English Language learning [See Remarks (iii)]; 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 English Language education in both local and international settings; and (3) Proven leadership, excellent communication, interpersonal and presentation skills.

Remarks for Post (2) :

- (i) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
- (ii) For appointment purpose, 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (iii) Candidates should state the nature, details and relevancy of the post-qualification experience.

School Administration Division

Post (3) : Assistant Project Officer

EDB Job Code : EDB/SA/296/21

Salary : \$33,350 per month (Gratuity : 10%) (Contract Period : up to mid-August 2022)

Duties : (a) To provide necessary support and advice to guidance personnel / School Social Worker (SSW) in primary schools in handling non-attendance cases of primary schools (PNAC); (b) To assist in reviewing the reports of PNAC submitted by guidance personnel / SSW of primary schools periodically and formulating intervention strategies / plans for handling PNAC; (c) To administer or assist the Inspectors to monitor the case progress of PNAC and provide direct intervention in the PNAC whenever necessary; (d) To assist in coordinating the services rendered by various government departments and non-governmental organizations of social welfare services through making referrals; (e) To assist the Inspectors in handling matters related to enforcement of relevant Education Ordinance (Cap. 279); (f) To assist in planning, implementing and administration of training programmes for guidance personnel / SSW in primary schools; (g) To handle non-attendance cases as a caseworker on a need basis by providing guidance or counselling services to facilitate their school resumption; (h) To perform any other duties relating to non-attendance cases, including the handling of non-attendance cases of secondary schools, and as assigned by senior officers; and (i) Need to work outside normal office hours in order to provide necessary support to the clients and their families.

Entry Requirements : (a) Registered as registered social worker (category 1) under the Social Workers Registration Ordinance (Cap 505); (b)(i) A Hong Kong bachelor's degree majoring in social work, or equivalent; or (ii) A Hong Kong bachelor's degree [other than b(i) above], or equivalent, and have successfully completed an approved post-graduate programme in social work, or equivalent, from an approved institution; or (iii) A Hong Kong bachelor's degree [other than b(i) above], or equivalent, and a recognized master's degree in social work, or equivalent, from an approved institution; (c) A pass result in the Aptitude Test in the Common Recruitment Examination (CRE); (d) Met the language proficiency requirements of 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE) in the CRE, or equivalent [See Remarks (ii) to (iv)]; (e) Three years' relevant post-degree working experience, preferably in provision of family services; (f) Good verbal and written communication skills in both Chinese and English, fluent Putonghua is also an advantage; (g) Good computer knowledge especially in word-processing, spreadsheet, presentation software and Chinese and English input methods; (h) Good personality and inter-personal communication skills; and (i) Self-motivated and able to work independently.

Remarks for Post (3) :

- (i) The application period for the post of Assistant Project Officer is from 15 October 2021 (Friday) to 29 October 2021 (Friday).
- (ii) The result of the Use of Chinese (UC) and Use of English (UE) papers in the CRE are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.
- (iii) 'Level 5' or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade 'C' or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) is accepted as equivalent to 'Level 2' in the UC paper of the CRE. 'Level 5' or above in English Language of the HKDSEE; or Grade 'C' or above in Use of English of the HKALE; or Grade 'C' or above in English Language of the General Certificate of Education (Advanced Level), are accepted as equivalent to 'Level 2' in the UE paper of the CRE.
- (iv) Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are 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.

Closing date of application :

Post (1) : 29 October 2021 [On-line application is accepted]

Posts (2)-(3) : 29 October 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) : Curriculum Development Institute, Education Bureau, Room 1318, 13/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel : 2892 5846)

Post (2) : Language Learning Support Section, Curriculum Support Division, Education Bureau, Room E401, 4/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon (Tel : 3698 3969)

Post (3) : Non-attendance Cases Team, Placement and Support Section, School Administration Division, Education Bureau, W108, 1/F, West Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon (Tel : 3698 4335)

ENGINEERING & TECHNOLOGY

AECOM

Drainage Services Department

Shek Wu Hui Effluent Polishing Plant Main Works Stage 1

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration and supervision of the two civil works contracts and two electrical and mechanical (E&M) installation works contracts for Shek Wu Hui Effluent Polishing Plant Main Works Stage 1, which comprise construction of sewage and sludge treatment facilities; 132kV primary substation; roadworks and pipeworks; and testing and commissioning of the associated E&M/treatment systems. The works was commenced in September 2019 for completion in 2024.

Resident Quantity Surveyor Ref. No: RQS/12769/Water

Candidates should have:

- Membership of the Hong Kong Institute of Surveyors in Quantity Surveying Division or equivalent.
- Experience in handling NEC projects and/or NEC Accredited Project Manager is preferable.

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 **22 October 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. (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.



HONG KONG MONETARY AUTHORITY

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

Manager (Human Resources)

Key Responsibilities

- Assist in overseeing the recruitment and selection process
- Assist in manpower planning and headcount budget preparation
- Formulate, review and execute human resources policies and strategies to support the developments of the organisation
- Support and execute HR-related tasks and processes

Requirements

- University degree in human resources management or related fields
- At least 3 years of relevant experience in human resources administration or policy development gained in sizeable organisations
- Good quantitative and analytical skills
- Excellent command of English and Chinese
- Good interpersonal and presentation skills, and solid management experience
- Well-versed in PC knowledge and skills, e.g. MS Word, PowerPoint

Closing Date for Application: **30 October 2021.**

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

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GOVERNMENT APPOINTMENTS

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INNOVATION AND TECHNOLOGY COMMISSION

Biotechnology Officer

(Salary: HK\$47,000 - HK\$53,000 per month, depending on qualification and experience)

Entry Requirements:

Candidates should have -

- (a) a PhD degree in biotechnology, biomedical science, bioengineering or artificial intelligence area from a Hong Kong university, or equivalent [see Note (1) and (3)];
- (b) good oral and written communication skills in Cantonese, Putonghua and English, with Level 3 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent [see Note (2) and (3)]; and
- (c) at least four years' post-qualification working experience in the relevant field. Commercial awareness, experience in research grant application, assessing the technical and commercial merits of projects and/or managing their operation in related fields, in particular artificial intelligence in medicine, are preferred [see Note (4)].

Note:

- (1) Candidates should mark clearly on their application forms the subjects studied in their PhD degree courses. Candidates possessing additional qualifications should include details in their applications.
- (2) 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 Hong Kong Certificate of Education Examination (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.
- (3) Completed Application Forms, together with copies of (i) certificates of academic qualifications; and (ii) HKDSEE / HKCEE / Common Recruitment Examination (CRE) results, should reach the contact address below on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application).
- (4) Candidates should also submit a separate **curriculum vitae (CV)** including a summary of present and previous employment, positions, jobs and responsibilities. Copies of supporting documents of present and previous employment should be provided.
- (5) The position is open to both male and female applicants.

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 Biotechnology Officer is mainly deployed to assist the Senior Biotechnology Officer in -

- (a) providing technical advice on biotechnology matters;
- (b) examining and assessing biotechnology and environmental project proposals and monitoring the progress of approved projects under funding schemes of the Commission;
- (c) supporting the secretariat's work of advisory committees; and
- (d) undertaking other duties in relation to the development of biotechnology and environmental technologies as may be required by the Innovation and Technology Commission.

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 qualification certificates and record of present and previous employment.** Completed forms should reach the contact address on or before the closing date for application with the envelope clearly marked with "For Application of Biotechnology Officer". 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 Commission 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. As invitations 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 selection 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 will **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.

Contact Address and Enquiry Tel. No.: Human Resources Section, the Innovation and Technology Commission, 21/F., West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. (Tel. 2867 5864)

Closing Date for Application: 29 October 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 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 contact 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>.

EDUCATION BUREAU

Non-Civil Service Contract Vacancies

Curriculum Development Institute

Post : Native-speaking English Teacher (Regional NET Coordinating Team)

EDB Job Code : EDB/CDI/273/21

Salary : Master Pay Scale Point 15 (HK\$31,750) to Master Pay Scale Point 33 (HK\$73,775) per month

Duties : (a) To act as a curriculum leader and collaborate with Native-speaking English Teachers (NETs) and other English teachers in secondary schools (including special schools), in the development of a school-based English Language curriculum and the implementation of the recommendations from the secondary English Language curriculum documents issued by the Curriculum Development Council (Hong Kong); (b) To build and maintain regional networks for English teachers to share resources and partake in activities related to the enhancement of English language learning and teaching; (c) To organise and conduct territory-wide, regional and school-based workshops, seminars and experience-sharing sessions; (d) To plan and conduct professional development activities for secondary English teachers, including NETs; (e) To develop effective learning and teaching strategies/activities and resource materials for English language teaching, particularly in the areas of 21st century literacy skills development, e-learning and language across the curriculum; (f) To promote professional exchanges within schools through collaborative lesson planning and co-teaching and provide school-based support for teachers' professional and curriculum development; (g) To organise and conduct territory-wide competitions to enhance secondary students' interest and motivation to engage in English activities; (h) To act as the first point of call for NETs and schools with enquiries relating to NET deployment; (i) To provide pastoral support for NETs new to the NET Scheme; (j) To collaborate with other members of the Regional NET Coordinating Team (RNCT) and contribute to the work of the RNCT as an effective member; (k) To consult and report regularly to the supervisors on work progress; and (l) To undertake any other duties assigned.

Entry Requirements :

Applicants should be native-speakers of English or have native-speaker English competence#, and must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment and should demonstrate a good understanding of the Hong Kong English Language curriculum and possess: (a) a Hong Kong bachelor's degree majoring in English Language or English Literature or English Studies or Linguistics* or Modern Languages* OR a Hong Kong Bachelor of Education degree (majoring in English), but not specialising in primary education, obtained after 3 years' full-time study, or equivalent; (b) at least six years' post-graduate teaching experience in teaching English at the secondary level or above in the local context (including international schools) and/or overseas context; and (c) a certificate in education majoring in the teaching of English at the secondary level from a Hong Kong tertiary education institution or equivalent.

Possessing a Teaching English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at diploma level and substantial experience in teaching all four English language skills (i.e. listening, speaking, writing and reading) will be a definite advantage.

Experience in two of the following in a school setting will also be an advantage:

- helping students with special educational needs;
- promoting assessment literacy;
- promoting 21st century literacy skills; or
- coordinating school-based English Language curriculum development.

Applicants who possess a Hong Kong bachelor's degree in other academic subjects, or equivalent AND at least six years' post-graduate English language teaching experience at the secondary level or above in the local context (including international schools) and/or overseas context, AND a TEFL/TESL qualification at least at diploma level AND a certificate in education from a Hong Kong tertiary education institution or equivalent majoring in the teaching of English at the secondary level may also apply. These applications may only be considered when there is not a suitable candidate among those applicants meeting all the qualification requirements.

*# Native speakers of English are people who acquire the language in infancy and develop the language through adolescence and adulthood within a community where English is spoken as the first language. Native-speaker English competence refers to the ability to use English fluently and spontaneously, to give grammatically accurate responses in communication and to write or speak creatively. Non-native speakers of English, i.e. people who have not acquired the language in early childhood, are also suitable for employment as NETs if their English competence is not different from that of native-speakers in terms of fluency, accuracy and creativity in language use. * A degree in Linguistics or Modern Languages should be one in which English is the major language studied.*

Terms of appointment & salary:

(a) The appointment is expected to be effective from the start date of the contract until 15 August 2023, subject to renewal after expiry. (b) The salary scale is from **HK\$31,750 to HK\$73,775** per month (12 months a year). A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 15% of the total basic salary drawn during the contract period. (c) NETs who have completed at least two years of continuous service under the NET Scheme are eligible for a retention incentive. Eligible NETs serving in the third or fourth and fifth year of continuous service onwards will be paid a cash retention incentive equivalent to 5% and 10% of their current basic salary respectively. (d) Passage, baggage and medical allowances, and a special allowance of HK\$20,989 per month are provided for appointees whose normal place of residence is outside Hong Kong. (A NET will not be eligible for the special allowance if his/her normal place of residence is not established as outside Hong Kong or his/her spouse is currently receiving the same allowance or any housing benefit from his/her own employer.)

Closing date of application : 23 October 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 ALL of the following supporting documents to the address below on or before the closing date for application.

- (1) the completed application form;
- (2) copies of diplomas/certificates and transcripts in support of the academic qualifications attained;
- (3) a two-page statement (A4 size, single-line spacing, in English) a) detailing how you envision your role in the RNCT, and, if relevant, how your experience in helping students with special education needs, promoting 21st century literacy skills, and/or coordinating school-based English Language curriculum development will add value to the work of the Team promoting assessment literacy; and b) identifying one current global educational trend and explaining how the RNCT can enhance the impact of the Enhanced NET Scheme by addressing it; AND
- (4) a unit of work designed and previously used by you in your educational setting(s) that demonstrates the integration of the four English language skills (i.e. listening, speaking, reading and writing), with indications of the target year level and target student ability level, learning objectives, etc.

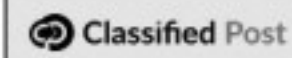
Applications without any of the supporting documents will not be processed. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hong Kong 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>). Please state on the envelope "**Application for the post of NET (RNCT)**".

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

Address and Enquiry Telephone :

The Native-speaking English Teacher Section Section, Curriculum Development Institute, Education Bureau, Room 1120, 11/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories, Hong Kong (Tel : 3549 8332)

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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 Manager (Fintech Facilitation Office) – Innovative Project

Key Responsibilities

- Lead a team to manage and oversee next-generation financial infrastructure projects, e.g. Central Bank Digital Currency (CBDC), Commercial Data Interchange (CDI), etc.
- 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
- Assist in the formulation of plans to improve the wholesale and/or retail payment infrastructure in Hong Kong, and related policies and guidelines

Requirements

- University degree
- At least 5 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, innovative and design-thinking mindset with good interpersonal, communication, organisational and presentation skills
- Good command of both written and spoken English and Chinese. Fluency in Putonghua an advantage

Manager (Financial Stability Surveillance)

Key Responsibilities

- Monitor the Hong Kong economy and financial markets with a focus on financial stability
- Analyse the derivatives market and banking activities using large datasets of granular data
- Produce presentations and briefs for senior management on financial stability topics

Requirements

- University or postgraduate degree in finance, economics, data analytics, data science, statistics or other quantitative fields
- At least 3 years of experience in fields relevant to the HKMA’s work
- Experience in applied economic and financial market analysis. Knowledge of financial markets, derivatives or the banking sector an advantage
- Proficiency or willingness to learn R programming and other data science skills
- Ability to communicate with stakeholders at all levels including senior management
- Good command of English and Chinese. Good drafting in English an advantage

Systems Analyst (Information Technology) – IT Security / Cyber Security

Key Responsibilities

- Assist in the implementation and maintenance of IT security-related systems, such as vulnerability management system
- Perform proof-of-concept evaluation of IT security products in cyber security laboratory
- Assist in developing and maintaining cyber threat intelligence programme
- Use threat intelligence to monitor relevant cyber threats and enhance its cyber risk management and control
- Perform vulnerability assessment and penetration test, interpret findings and turn them into recommendations
- Perform security risk analysis and make technical recommendations in accordance with the HKMA IT security policy, standards and guidelines, and with reference to industry best practices
- Respond to IT security alerts and incidents
- Assist in developing and maintaining the HKMA IT security policy, standards and guidelines
- Keep abreast of security-related technologies, practices and regulations in the market, or from the government or other regulators

Requirements

- University degree in information technology or related fields
- At least 3 years of experience in information technology services, with knowledge and work experience in at least two domains of the following technologies:
 - Networking: TCP/IP, VPN, wireless
 - Operating systems: UNIX, Linux, Windows, VMWare platforms
 - Programming languages: Powershell, Python
 - Web technologies
- Work experience in using the security tools such as Wireshark, Nessus, Metasploit, Burp Suite, Sysinternals an advantage
- Experience in providing IT security services for mission critical business activities an advantage
- In possession of the certification of CEH / CISSP / CISM / GSEC preferred
- Self-driven and a good team player
- Good analytical, interpersonal and communication skills

Systems Analyst (Information Technology)

Key Responsibilities

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

Requirements

- University degree in business information systems, information technology, computer science or related fields
- At least 3 years of relevant IT experience
- Hands-on experience in Oracle database administration, Java, UNIX, Microsoft Windows server and JBoss preferred
- Knowledge of treasury and financial applications an advantage
- A good team player with good interpersonal and communication skills
- Good command of both written and spoken English and Chinese
- Need to work outside normal office hours as and when required

Co-ordinator (Settlement)

Key Responsibilities

- Support daily settlement operations such as cash transfer, fixed income, foreign exchange, interest rate swaps, and 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 of 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: 23 October 2021.

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

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 positions at the HKIMR:

Senior Manager (Hong Kong Institute for Monetary and Financial Research)

Key Responsibilities

- Carry out applied research / thought leadership work on topics of interest to the HKIMR and the AoF. Intellectually lead, steer and project-manage research activity with tight deadlines. Co-ordinate and clearly communicate with multiple parties with cross-discipline and diverse research backgrounds
- Write reports on applied research / thought leadership issues related to local and global financial market developments
- Distil main research findings from academic studies for a non-academic audience, and draw key implications / messages from diverse research fields
- Support the Head of the HKIMR i) in establishing and maintaining a network of researchers who are interested in collaborating and/or working on applied research / thought leadership projects; and ii) in completing tasks related to the administration of the HKIMR

Requirements

- Postgraduate degree in one or more of the following specialisations: business, economics, finance and fintech. Master of Business Administration (MBA) and/or Chartered Financial Analyst (CFA) qualification a definite advantage
- At least 5 years of solid experience in conducting thought leadership/ applied research work. Candidates with solid managerial experience gained in consulting firms (in research positions) are strongly encouraged to apply
- Experience in applied research / thought leadership gained in central banks / universities / research institutes / international institutions a plus
- Excellent command of English, especially writing and presentation skills

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

Manager (Hong Kong Institute for Monetary and Financial Research)

Key Responsibilities

- Ability to conduct independent applied research / thought leadership work on topics of interest to the AoF and the HKIMR and report main research findings to a non-academic audience
- Contribute to the administration of the HKIMR, such as preparing meeting materials in liaison with the Institute’s main stakeholders (e.g. Advisers, Directors, etc.).

Requirements

- Postgraduate degree in one or more of the following specialisations: business, economics, finance, law and regulation, and fintech. Chartered Financial Analyst (CFA) qualification a definite advantage
- At least 3 years of experience in conducting financial market applied research / thought leadership at consulting firms / central banks / universities / research institutes / international institutions
- Good analytical and synthesis skills
- Good command of English, good drafting and presentation skills

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

Closing Date for Application: 23 October 2021.

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



香港存款保障委員會
HONG KONG DEPOSIT
PROTECTION BOARD

The Hong Kong Deposit Protection Board (the Board) is an independent statutory body established under the Deposit Protection Scheme Ordinance (the Ordinance) to oversee the operation of the Deposit Protection Scheme (DPS) for the protection of depositors and contribution to the stability of the Hong Kong’s banking system. The Board’s mission is to maintain an efficient and effective DPS in accordance with the Ordinance and in line with international best practice.

The Board now has the following opportunity for high-calibre candidates to join us:

Deputy Chief Executive Officer (Payout)

The Payout Unit of the Board is responsible for planning payout operations and maintaining operational readiness for paying the DPS compensation to depositors promptly in the event of any bank failure, and for promoting public awareness of the DPS.

Key Responsibilities

- (i) Lead a multi-disciplinary team to enhance the payout policy, procedures and systems for improving the efficiency of payout operations
- (ii) Oversee examination activities to monitor the DPS members’ compliance with the rules and guidelines issued by the Board
- (iii) Plan for procuring an adequate pool of payout agents (such as accounting firms), and conduct training and drill exercises to maintain their payout readiness
- (iv) Manage the publicity and community education programmes for reinforcing public awareness and understanding of the DPS

Requirements

- University degree in banking, management, business information systems or related disciplines
- At least ten years’ financial services sector experience gained in either a public authority, a financial institution or a professional services firm (particularly in operation and IT management, contingency planning, vendors management)
- Substantial experience in planning large scale operations using both internal and external people resource
- Experience in publicity and community education a definite advantage
- Excellent organisational, analytical and communication skills

Remuneration Package

A competitive remuneration package will be offered to the successful candidate, with flexibility to take account of additional experience and qualifications. Fringe benefits include medical and dental benefits, paid annual leave and MPF voluntary contribution

Application

You may submit the application form (available at the Board’s website <http://www.dps.org.hk>) via one of the following channels:

- 1. By Email: career@dps.org.hk
- 2. By Mail:

Recruitment Officer
Hong Kong Deposit Protection Board
55/F, Two International Finance Centre
8 Finance Street, Central, Hong Kong

Copies of transcripts with a full resumé should be attached to the application. Please mark your correspondence address and the position applied on the envelope.

Deadline for application: 6 November 2021. Applicants not invited to interview within **three months** from the close of application may consider their applications unsuccessful.

Personal data provided by applicants will be used strictly in accordance with our personal data policies, a copy of which will be provided upon request. You may contact the Recruitment Officer at the above address or direct your request by the above email.

The Board is an equal opportunities employer.

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



香港浸信會醫院
Hong Kong Baptist Hospital

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

Officer (Corporate Communications)

- Degree Holder, preferably in Communications, Journalism or Translation
- Experience in publications and copy-writing, preferably in healthcare industry
- Excellent writing skills in both English and Chinese
- Management of the Hospital website and social media platforms
- Experience in brand building activities and event management is preferred
- Positive attitude and outgoing personality; excellent communication and organizational skills

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 on or before **30 October 2021**.

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

GENERAL

Innovation and Technology Bureau

(A) Project Manager
(Non-Civil Service Vacancy)
Salary: HK\$97,000 – \$126,000 per month

(B) Project Coordinator
(Non-Civil Service Vacancy)
Salary: HK\$70,000 – \$89,000 per month

Closing Date for Application: 22 October 2021

Telephone Enquiry: 3655 4754

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



CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT

Engineer
(Civil Service Vacancy)
Salary: Master Pay Scale Point 32 (HK\$70,465 per month) to Master Pay Scale Point 44 (HK\$110,170 per month)

Closing Date for Application: 22 October 2021

Tel. Enquiry: 2762 5119 / 2762 5115

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



CIVIL AVIATION DEPARTMENT

Student Air Traffic Control Officer
(Civil Service Vacancy)
Salary: Training Pay Scale Point 11 (HK\$23,670 per month) to Training Pay Scale Point 14 (HK\$28,710 per month)

Closing Date for Application: 22 October 2021

Tel. Enquiry: 2910 6607

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.

REGISTERED NURSE

The **U.S. Consulate General** is looking for a high-caliber individual with good English skills to join our Health Unit.

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 **October 22, 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.

Urgent Required Sales Manager

We are looking for a high performing Sales Manager.

Requirement

- Bs degree in business or a related field
- Successful previous 3 to 5 years’ experience as a sales representative or sales manager
- Strong business sense and electronic product knowledge and expertise
- Able to communicate read & write english urdu punjabi and arabic
- Basic computer knowledge proficiency in excel

Monthly salary hk 35k, working hour 9am-6pm

Interested persons please send resume by email shahidkhan2@netvigator.com / ibp@hotmail.com

International Business Point, 1/f 289 Yu Chau Street Sham Shui Po Kln HK Contact 65904012/24271718

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香港浸信會醫院
Hong Kong Baptist Hospital

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

1. Director, Breast Care Centre

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine and specialist registration are required
- Minimum 10 years of post graduation relevant clinical experience
- Experience in management is preferable
- Fluency in Cantonese and English

2. Consultant Radiologist

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Radiology
- Minimum 10 years of post graduation relevant clinical experience
- Good experience in organ imaging and basic interventional procedures
- Fluency in Cantonese and English
- Candidate with less experience will be considered as Resident Consultant in Radiology

3. Resident Consultant in Family Medicine / Resident Consultant in Emergency Medicine

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Family Medicine / Emergency Medicine
- Minimum 6 years of post graduation relevant clinical service
- Provide Out-Patient, In-Patient services and other clinical services as required
- Fluency in Cantonese and English

4. Resident Consultant in Paediatrics

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Paediatrics
- Minimum 6 years of post graduation relevant clinical service, with experience in neonatology
- Fluency in Cantonese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 on or before **30 October 2021**.

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

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SOCIAL SERVICES



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:

Dementia SMART – Support to Ethnic Minority Elders Project Programme Executive

Responsibilities:

- To organize and implement services of the Project.
- To establish community network with different operating parties.
- To accomplish the overall administrative work of the Project.

Requirements:

- Completed Form 5 or HKDSE, or completed secondary education in an overseas country or equivalent (including Foundation Diploma holder of IVE; graduated from Grade 10 from India, Nepal or Pakistan, or obtained School Leaving Certificate of India, Nepal or Pakistan).
- Having working experience in ethnic minority or elderly service is preferable.
- Fluent in spoken and written English and able to speak at least 1 ethnic minority language.
- Computer literate with knowledge in MS word, Excel, PowerPoint.
- Willingness to work on weekend and public holiday.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.

Please send application letter with application form, full particulars and expected salary to **Miss TSANG, Service Head, Active Ageing & Community Care Service, Hong Kong Christian Service, 5/F, 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong** or email to acs@hkcs.org by October 28, 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.



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

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

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

Hindi Interpreter/Translator II

Responsibilities:

- To provide interpretation and translation services to service users.
- To back up urgent demand for interpretation service during non-operation hours.
- Provide and support drop-in service, outreach service and programmes.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India, Nepal, Thailand, Indonesia, the Philippines and Vietnam etc.).
- Relevant working experience in providing interpretation and translation services is preferred.
- Relevant working experience in social service setting is preferred.
- Fluent in reading, writing, speaking and listening in English.
- Fluent in reading, writing, speaking and listening in Hindi.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evenings and weekends is required.
- Starting salary from \$20,035 per calendar month.

Please send application letter with application form, full particulars and expected salary to **Miss SHUM, Centre-in-charge, Centre for Harmony and Enhancement of Ethnic Minority Residents, Hong Kong Christian Service, 4/F, 64 Tsun Yip Street, South Asia Commercial Centre, Kwun Tong, Kowloon, Hong Kong**. 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.

GENERAL



MARINE DEPARTMENT

Assistant Marine Controller (Civil Service Vacancy)
Salary: Master Pay Scale Point 24 (HK\$48,860 per month) to Master Pay Scale Point 33 (HK\$73,775 per month)


Closing Date for Application: 29 October 2021

Tel. Enquiry: 2852 4389

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

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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

Post A. Associate Consultant Positions for Experienced Doctors without Full Registration
(Anaesthesia / Anatomical Pathology / Cardiothoracic Surgery / Otorhinolaryngology / Radiology / Nuclear Medicine / Obstetrics & Gynaecology / Ophthalmology / Plastic Surgery / Neurosurgery)
(Ref: HO2104001/12142)

Post B. Service Resident Positions for Experienced Doctors without Full Registration
(Anaesthesia / Clinical Oncology / Emergency Medicine / Family Medicine / Intensive Care / Internal Medicine / Obstetrics & Gynaecology / Ophthalmology/ Orthopaedics & Traumatology / Otorhinolaryngology / Paediatrics / Pathology / Psychiatry / Radiology / Nuclear Medicine / General Surgery / Cardiothoracic Surgery / Neurosurgery / Plastic Surgery)
(Ref: HO2104002)


The Hospital Authority (HA) invites applications from experienced doctors who are not fully registered with the Medical Council of Hong Kong and yet have acquired relevant postgraduate qualifications set out in the requirements. There are ongoing enhancements of the recruitment scheme with expansion of recruitment scope and updated criteria. For more information on opportunities for non-locally trained doctors in HA and details of the posts, please visit HA website via the link: http://www.ha.org.hk/goto/limited_registration.

Please submit application online **on or before 31 March 2022 (Hong Kong Time)** via the HA website <http://www.ha.org.hk> (choose English language, click Careers → Medical).

For enquiries, please contact Ms Alice LAM, HA Head Office at +852 2300 6359 or send email to laa408@ha.org.hk.

General Notes

1. We support the employment of people with a disability.
2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. If you do not hear from us within 3 months after the application deadline, you may consider that you have not been successful in the application. All information on unsuccessful candidates will be deleted from our files within 24 months.



香港復康會
The Hong Kong Society for Rehabilitation

The Hong Kong Society for Rehabilitation (HKSR) is a non-governmental organization dedicated to providing services to enhance the quality of life of persons with disabilities, chronic illness or problem of ageing, and to advocate for their equal opportunities in the social, civic and economics arena. We are looking for high caliber candidates to manage the development and implementation of an integrated customer and operations management system (ICOMS) for Rehabus Service, a service unit in HKSR providing special transport services to persons with disabilities with 176 vehicles:

Project Manager (ICOMS) in Rehabus
(Ref: PM(ICOMS)_RB_OCT21)

The Project Manager (ICOMS) will report to the Chief Operation Officer (Rehabus) and is expected to lead and manage the ICOMS project to meet all operation, management and analysis needs within the budget and timeline requirements. The main duties of the position include, but not limited to:

Responsibilities:

- Be responsible for the overall management of the project and ensures the delivery of a solution that meets the scope, schedule and budget constraints with defined quality deliverables
- Provide overall leadership to the project team throughout the project life cycle. As primary management contact, co-ordinate, orchestrate collaboration and resolve conflicts among major internal and external stakeholders, such as Operations, internal IT, Finance, and service provider partners
- Lead the team to conduct needs assessment in identifying current situation and opportunities, defining project vision and scope, and developing total requirements of the solution that add value to business with a feasible budget and schedule proposition.
- Oversee the RFP process by collaborating with Procurement, manage service providers and conduct work performance evaluation
- Oversee the project team and vendor in the development and validation of deliverables including the proposed solution and deployed solution
- Monitor and track project performance. Provide timely project performance reporting to major stakeholders. Forecast potential future variance, alert senior management of risks and incidents, and recommend preventive and corrective measures.
- Be accountable for the development of a sustainable enhancements and maintenance programme of the deployed solution
- Perform other duties as directed by the supervisor


Requirements:

- Degree holder in Computer Science / Information Technology or equivalent
- 10+ years IT work experience with thorough understanding of IT project management methodology and governance
- Experience with formalized PMP frameworks, familiarity with Agile approach in solution development
- Certificate Holders of PMPP/PBA would be an advantage
- High level involvement in sizeable business projects with significant IT elements in the past 5 years.
- Proficiency in user requirement elicitation
- Previous exposure in transport or logistics sector
- Excellent team building capability among project stakeholders and related personnel
- Strong leadership, communication and motivational skills

Interested parties please send your full resume and expected salary via online application by scanning the QR code on or before **5 November 2021**.

(Applicants not invited for interview before 12 November 2021 should consider applications unsuccessful. Data held by HKSR relating to employment applications will be kept confidential and used only for processing applications. All applications would be kept for 1 year and would be destroyed afterwards.)

HKSR is an equal opportunity employer





匡智會
Hong Chi Association
<http://www.hongchi.org.hk>

A non-profit organization, dedicated to providing comprehensive services to support people of all ages and with all grades of intellectual disabilities and their families, invites applications for the following position:

Communications and Fund Raising Manager
(Ref.: CFRM/15/10/21/S)

Responsibilities:

- To head the Communications and Fund Raising Office
- To develop and implement strategies for effective fundraising, branding, communications and public education campaigns and its execution
- To cultivate, build and maintain strong relationships with all stakeholders, such as corporates, foundations, donors, media etc.
- To supervise the production of website, print, annual report, media releases
- To engage in various meetings, events and initiatives as assigned

Requirements:

- Having a genuine concern for people with intellectual disabilities
- Having a recognized university degree or above in marketing, communication/ public relations or related discipline
- Preferably at least 8 years of relevant experience in corporate or NGO, such as fund raising, donor relations, publicity, events management, publications production, media relation, web/social media management
- Proficiency in both written and spoken English and Chinese, including Putonghua

Please send the completed Job Application Form (can be downloaded from [https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form\(201906\).pdf](https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form(201906).pdf)) and mark “Confidential & Ref. No.” to **Human Resources Office, Hong Chi Association, Pinchill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to hr_hra@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****
(All data collected will be used for recruitment purposes only.)

SOCIAL SERVICES

International Social Service Hong Kong Branch

Invites applications for the following posts

Administering and Delivery of Assistance for Non-refoulement Claimants

Post (A) : Contract Accounts Clerk (Wanchai Head Office) (Ref. No.: HOAC/202110)

Duties: (a) Handle daily accounting operations including claims checking, payment processing, voucher preparation, data entry, filing, etc. (b) Conduct periodic field cash checks, tests of payment controls, etc.

Requirements: (a) Completed Form 5 or DSE or equivalent. (b) 1-2 years accounting experience preferred. (c) Proficient PC skills (e.g. MS Office and Excel). (d) Experience of SunAccounts is an advantage. (e) Good command of English and Chinese. (f) Responsible, organized and good interpersonal skill.

Post (B) Social Workers / Counsellors

Duties: (a) Conduct assessment of eligibility for different types and levels of assistance for needy non-refoulement claimants; administer and the delivery of the assistance implementation plan. (b) Provide casework, counselling, intake, referrals and crisis intervention and management for needy children, families and individuals.

Requirements for Social Workers: (a) R.S.W. with a recognized degree in Social Work is required. (b) 1 year casework experience with children, families, women and men is preferred; experience with ethnic minorities, migrants, asylum-seekers and refugees will be a distinct advantage.

Requirements for Counsellors: (a) A recognized degree in Counselling/Psychology/Psychiatry is required. (b) At least 2 years work experience with the most vulnerable and displaced migrants is preferred.

**Priority will be given to the hiring of registered social workers and counsellors with backgrounds and work experience in dealing with most vulnerable clients. For successful candidate who require working visa in Hong Kong, ISS-HK will assist in the application.*

Post (C) Investigator (Internal Audit & Investigation Unit)

Duties: (a) Develop a plan and lead objective and timely investigations into allegations and complaints of fraud/ misuse/ abuse, in the use of accommodation, food, and other humanitarian assistance. (b) Initiate background check, investigations and lead the fact-finding procedures for collection and evaluation of evidence including but not limited to checking of case folders and documents. (c) Conduct site inspections and interviews with related parties to collect required information/ evidence in proceeding with an investigation of complaint/ fraud/ misuse/ abuse. (d) Maintain timely and accurate documentation, thorough record of investigation and formulate detailed monthly reports.

Requirements: (a) Tertiary education or above. (b) Two years of experience as fraud investigator, examiner, insurance claims investigator, law enforcement agent, auditor or relevant supervisor role is preferable. (c) Strong knowledge of standards, procedures, and general auditing policies is an advantage. (d) Excellent interviewing, observational, analytical and organizational skills. (e) A high level of integrity, self-discipline, and confidentiality and able to adhere to regulations and its total compliance is a must. (f) Outdoor work is required.

Post (D) Assistant Investigator (Internal Audit & Investigation Unit)

Duties: (a) Perform objective and timely investigations into allegations and complaints of fraud/ misuse/ abuse, in the use of accommodation, food, and other humanitarian assistance as assigned. (b) Perform fact-finding procedures for collection and evaluation of evidence including but not limited to checking of case folders and relevant documents. (c) Conduct site inspections and interviews with related parties to collect, analyze and interpret relevant data, information, documents, evidence in response to complaints and detection of suspected fraud/ misuse/ abuse. (d) Conduct spot checks to the accommodation of service users in the assigned service regions to assess and monitor conditions of the accommodation and its compliance with the Project's accommodation assistance requirements.

Requirements: (a) Completed Form 5 or DSE or equivalent. (b) Relevant work experiences in the field of fraud/ complaint investigation/ examiner/ insurance claims investigation/ law enforcement agent/ auditing is preferable. (c) Good interviewing, observational, analytical and organizational skills. (d) Ability to adhere to high levels of confidentiality and data/information security standards. (e) Frequent outdoor work is required.

Other requirements for Post (C) and (D): (a) Good command of oral and written English. (b) Able to read, write, and effectively communicate in Chinese and/or any EM languages is an advantage. (c) Demonstrate positive and self-motivated attitude, and ability to work independently with minimum supervision. (d) Ability to work under pressure and meet tight deadlines. (e) Ability to work in multi-cultural team and work environment. (f) Proficiency in computer skills and knowledge, e.g. Microsoft Word, Excel, etc.

Post (E) Project Assistant (Food and Toiletries Unit)

Duties: (a) Provide food assistance through an electronic system and in-kind toiletries and clothing assistance to eligible service users. (b) Constantly monitor the service users' needs and quality of assistance.

Requirements: (a) Completed Form 5 or equivalent. (b) Ability to speak, read and write in Chinese, English and any of these languages (Hindi/Urdu/Bahasa Indonesia/Nepali/Arabic/any African language) is a distinct advantage. (c) Good working knowledge of Hong Kong's community resources and public services. (d) Fluency in written and spoken Chinese is an advantage. (e) Strong sense of responsibility and accuracy. (f) Good customer service skills and attentive to details. (g) Proficiency in using Microsoft Excel function.

Post (F) Administrative Assistant

Duties: (a) Assist Area Manager in the general administration work of the project and all aspects of communication and documentation related to the project. (b) Perform secretarial duties and general administrative support to the project.

Requirements: (a) Tertiary education level or equivalent with at least 1-2 years secretarial and administrative work experience. (b) Strong organizational skills and mature in dealing with a demanding work environment. (c) Proven ability to relate to people from diverse ethnic groups.

Post (G) Project Worker (Shelter Service)

Duties: (a) Provide physical and basic care to service users. (b) Keep records on individual service user, including daily observations and information about activities, meals served, and medications administered. (c) Escort service users to school, medical consultations/check-ups or other functions as arranged. (d) Exercise proper control and discipline over the service users, be observant of behavioural problems arising.

Post (H) Project Assistant (Shelter Service)

Duties: (a) Provide administrative and logistics support to the daily operation of the shelter. (b) Organize and store shelter materials to ensure order in activity area. (c) Liaise with the relevant Building Management Office. (d) Perform procurement functions for the shelter. (e) Maintain proper and accurate of shelter's equipments and fixtures. (f) Perform assigned household duties and assist in urgent duties in the shelter as the need arise.

Requirements of Post (G) and (H): (a) Completed secondary education level or equivalent. (b) Good communication and interpersonal skills. (c) Ability to work well with service users and be patient with them. (d) Willing to work in shift duty, weekend and holiday shifts. (e) Relevant education qualification and/or training in early childhood education, child care education, etc. are a distinct advantage. (f) Relevant work experience in child care service/setting is preferable. (g) Possess knowledge of basic child care and feeding, as well as an understanding of infant and child development.

Post (I) Security Guard

Duties: (a) Protect and safeguard the safety and security of the staff, service users and the property.

Requirements: (a) Holder of valid Security Personnel permit. (b) Completed Form 5 or equivalent. (c) Experience in performing security functions related to handling of personnel, office and property in the customer service field.

Other requirements for the posts (A) to (I): (a) Good command of oral and written English; fluency in at least one minority language and/or ability to communicate in Chinese is a distinct advantage. (b) Computer literate. (c) Experience working in a cross-cultural working environment. (d) Have a valid work visa and flexibility to work in Kowloon and New Territories Regions. **Post (A) to (I) will be on contract basis.**

HOPE Support Service Centre for Ethnic Minorities (Wanchai) (Contract until 30 May 2023)

Post (J) Social Worker (Enhancement Service for EM Arrivals and Youths)

Duties: (a) Assist in the day-to-day management, service planning, implementation and evaluation of the Enhancement Service for EM New Arrivals and Youths. (b) Oversees the planning, scheduling and implementation of programmes and services. (c) Supervise and train the Project Assistant and volunteers. (d) Handle enquiries and complaints of the ethnic minorities' needs and concerns and act as an effective resource person for staff and for service users.

Requirements: (a) Registered Social Worker with recognized education qualification (Diploma/Associate Degree in Social Work). (b) At least 1 year experience with casework, group activities and organizing programmes is required, preferably with vulnerable youth. (c) Shows strong organizational skills and leadership qualities. (d) Ability to work with, lead and sustain a team.(e) Good command of oral and written English and/or Chinese. (f) Fluency in at least one minority language is a distinct advantage. (g) Computer literate. (h) Experience working in a cross-cultural working environment with flexibility to handle diverse groups. (i) Have a valid work visa and flexibility to work at irregular hours, weekends and holidays as the Centre opens from 9:00 am to 9:00 pm daily except Monday mornings, shift duties is required.

Interested parties please send a full resume with expected salary (please mark clearly the name of post applied for) to Human Resources Department, International Social Service Hong Kong Branch by email : ishhk@ishhk.org or by post at 6/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 23 October 2021. Applicants who are not invited to an interview within two months of the closing date should consider their applications unsuccessful.

(All personal data provided will be treated in strict confidence and used for recruitment purpose only.)

ISS-HK is an Equal Opportunities Employer



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

Accounts Office
(1) Accounting Officer

- ACCA/HKICPA qualified accountant.
- Degree/ Higher Diploma in Accounting or Finance.
- At least 4 years of relevant experience in sizable organization of which 2 years in supervisory level.
- Hands on experience in Oracle Financials System and NGO experience are highly preferred.
- Self-motivated, mature, able to work under pressure, persistent, good supervisory, interpersonal and communication skills.
- Normally work 5 days a week.

Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)
(2) Senior Programme Officer

Responsibilities:

- To organize, implement and monitor daily operation language programmes, integration programmes and other programmes/ service of the centre and ensure the service quality and quantity meeting contractual requirements.
- Update statistics and correct records of the service rendered, and prepare reports to the funding body.
- To work with the Centre-in-charge in planning, coordinating, implementing, evaluating, developing and promoting the services.
- To work with the Centre-in-charge in networking the stakeholders to promote CHEER's services, establish community contacts with the stakeholders and other cooperating parties of CHEER.
- To give suggestions and implement plans on mobilizing and connecting potential service users.
- To coordinate & provide other services of the centre including drop-in service and outreaching service etc.
- To supervise programme officers and manage administrative duties of the programme teams.

Requirements:

- Holders of bachelor degree or equivalent.
- Holder of completed HKDSE or equivalent.
- Relevant working experience in running programmes.
- For holder of bachelor degree or above with at least 2 years relevant working experiences in ethnic minorities/social services.
- For holder of completed HKDSE or equivalent with at least 4 years relevant working experiences in ethnic minorities/social services.
- Able to speak, listen, read and write fluent English.
- Computer literate with knowledge in MS Word.
- Good communication and customer services skills.
- Able to speak and listen fair Cantonese.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.

(3) Full-time Interpreter/Translator II (Vietnamese)

Responsibilities:

- To provide interpretation and translation services to service users.
- To back up urgent demand for interpretation service during non-operation hours.
- Provide & Support drop-in service, outreaching service and programmes.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India, Nepal, Thailand, Indonesia, the Philippines and Vietnam etc.).
- Relevant working experience in providing interpretation and translation services is preferred.
- Relevant working experience in social service setting is preferred.
- Fluent in reading, writing, speaking and listening English.
- Fluent in reading, writing, speaking and listening in Vietnamese.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evenings and weekends is required.
- Starting salary from \$20,035 per calendar month.

(4) Part-time Interpreter/Translator (Vietnamese & English)

Responsibilities:

- To provide interpretation and translation services to service users.
- To back up urgent demand for interpretation service during non-operation hours.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India, Nepal, Thailand, Indonesia, Sri Lanka, the Philippines, Bangladesh and Vietnam etc.).
- Relevant working experiences in social service setting is preferred.
- Relevant working experiences in providing interpretation and translation services would be an advantage.
- Fluent in reading, writing, speaking and listening English and Vietnamese.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.

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:

(5) Full-time Interpreter/Translator II

Responsibilities:

- To provide interpretation and translation services to service users.
- To back up urgent demand for interpretation service during non-operation hours.
- Provide & Support drop-in service, outreaching service and programmes.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India, Nepal, Thailand, Indonesia, the Philippines and Vietnam etc.).
- Relevant working experience in providing interpretation and translation services is preferred.
- Relevant working experience in social service setting is preferred.
- Fluent in reading, writing, speaking and listening English.
- Fluent in reading, writing, speaking and listening at least 1 of the following language such as Hindi, Nepali, Punjabi, Thai, Tagalog, Bahasa and Indonesia, Urdu or Vietnamese etc..
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evenings and weekends is required.
- Starting salary from \$20,035 per calendar month.

(6) Interpreter (Hindi or Punjabi)

Responsibilities:

- To provide interpretation services.
- To network with stakeholders to promote services.
- To back up urgent demand for interpretation service during non-operation hours.
- To assist programmes and other administrative duties.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India and Nepal etc..)
- Fluent in speaking and listening of Hindi or Punjabi.
- Able to speak and listen fluent Cantonese.
- A Good command of English.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evening and weekends is required.
- Starting salary from \$17,675 per calendar month.

(7) Interpreter (Nepali, English & Cantonese)

Responsibilities:

- To provide interpretation services between Nepali, English and Cantonese.
- To network with stakeholders to promote services.
- To back up urgent demand for interpretation service during non-operation hours.
- To assist programmes and other administrative duties.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India and Nepal).
- Fluent in speaking and listening of Nepali.
- Able to speak and listen fluent Cantonese.
- A Good command of English.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evenings and weekends is required.
- Starting salary from \$17,675 per calendar month.

(8) Interpreter (Punjabi, English & Cantonese)

Responsibilities:

- To provide interpretation services between Punjabi, English and Cantonese.
- To network with stakeholders to promote services.
- To back up urgent demand for interpretation service during non-operation hours.
- To assist programmes and other administrative duties.

Requirements:

- Holder of bachelor degree (including university graduates from other countries, including Pakistan, India and Nepal).
- Fluent in speaking and listening of Punjabi.
- Able to speak and listen fluent Cantonese.
- A Good command of English.
- Employee should have not been convicted of any sexual offences, in Hong Kong or elsewhere, as specified in the Sexual Conviction Record Check Scheme.
- Working in evenings and weekends is required.
- Starting salary from \$17,675 per calendar month.

Please send application letter with application form, full particulars and expected salary to ----
Post(1) : Miss LUI, Finance Manager, Accounts Office, Hong Kong Christian Service, 8/F., 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong or email to acjobapply@hkcs.org by October 22, 2021.
Post(2)-(8) : Miss SHUM, Centre-in-charge, Centre for Harmony and Enhancement of Ethnic Minority Residents, Hong Kong Christian Service, 4/F, 64 Tsun Yip Street, South Asia Commercial Centre, Kwun Tong, Kowloon, Hong Kong.

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.

GENERAL



社會福利署
Social Welfare Department

Assistant Social Work Officer (Civil Service Vacancy)
Salary: Master Pay Scale Point 16 (HK\$33,350 per month) to Master Pay Scale Point 33 (HK\$73,775 per month)
Closing Date for Application: 21 October 2021
Tel. Enquiry: 2574 4395
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.



Architectural Services Department

Maintenance Surveyor (Civil Service Vacancy)
Salary: Master Pay Scale Point 30 (HK\$64,270 per month) to Master Pay Scale Point 44 (HK\$110,170 per month)
Closing Date for Application: 29 October 2021
Tel. Enquiry: 2867 3638
Please visit GovHK at <https://www.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the post.

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