

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

CEDD Contract No. GE/2021/11
Landslip Prevention and Mitigation Programme, 2019, Package D,
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/2021/11) aiming to mitigate the natural terrain hazards to 2 natural hillside study areas at Quarry Bay and Fo Tan and upgrade some 28 government slopes in Hong Kong Island, New Territories and Outlying Island. This Contract is anticipated to commence in May 2022 and be completed by November 2024.

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 Engineer (RE/GE/2021/11)

Minimum Qualification and Experience:

(a) Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline.

Assistant Resident Engineer (ARE/GE/2021/11)

Minimum Qualification and Experience:

(a) Degree from University or equivalent in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute and at least 3 years' relevant post-qualification experience; or

(b) Degree from University or equivalent in an appropriate discipline, with at least 5 years' post-academic qualification experience in professional field and level.

Resident Assistant Inspector of Works (RAIOW/GE/2021/11)

Minimum Qualification and Experience:

(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 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; and

(b) Minimum of 3 years' relevant post-qualification experience; or

(c) Minimum of 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

(d) Minimum of 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.

Resident Works Supervisor Class I (RWSI/GE/2021/11)

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/2021/11)

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.

Resident Survey Officer (Quantity) (RSO(Q)/GE/2021/11)

Minimum Qualification and Experience:

(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 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;

Resident Assistant Clerical Officer (Labour Relations) (RACO(LR)/GE/2021/11)

Minimum Qualification and Experience:

(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, eg. Microsoft Word and Excel; and (d) Full-time working experience on personnel management or human resources related duties; and (e) Preferably have completed a post-secondary certificate programme on human resources or personnel management.


Terms of Appointment:



The duration of appointment of the above posts is anticipated to be about 30 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 25 March 2022.



西九文化區





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 1st Quarter of 2022, are to facilitate the carrying out of piling works, hoarding works and temporary works.

1. Resident Inspector of Works – Civil (RIOW(Civil))
(Ref: WKCD-RIOW(Civil)-202203SC)

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.]

2. Resident Works Supervisor I (Civil) (RWSI(Civil))
(Ref: WKCD-WSI-202203SC)

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.]

3. Resident Surveying Officer – Engineering / Chainman (RSO(E)) (Ref: WKCD-RSO(E)-202203SC)

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.]

4. Resident Technical Officer (RTO) (Ref: WKCD-RTO-202203SC)

The applicant shall:

- Possess Diploma or Higher Certificate holder from CIC/HKIC/IVE/TI/TC/Poly or equivalent in Building Services Engineering, Civil & Structural Engineering, MEP, Architecture, Quality Survey or other design, engineering, and construction disciplines;
- Have 2 years of post-qualification experience in construction projects;
- MHKIBIM is preferable;
- Possess Advanced Level in operating CAD and BIM Software; 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 Clerical Officer (RCO) (Ref: WKCD-RCO-202203SC)

The applicant shall:

- Have passed 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
- Have met 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.
- Possess knowledge in computer operation with respect to Microsoft Word and Microsoft Excel with a Chinese word processing speed of 30 w.p.m. and an English word processing speed of 50 w.p.m.
- Possess knowledge in computer operation including the skill and technique of internet, electronic presentation skill and basic database programme.
- Have minimum of 4 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.]

For Post 1 to 4, 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 5, 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: 11 April 2022.

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.)

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

Department of Curriculum and Instruction

The Department of Curriculum and Instruction of the Faculty of Education is a dynamic centre in the Asia-Pacific region for teaching and research in the broad areas of curriculum and instruction. In addition to Faculty-based undergraduate teacher education, Postgraduate Diploma in Education, Master of Education, Doctor of Education and PhD programmes, the Department offers several Master of Arts programmes as well as research supervision across a range of subject areas.

(1) Associate Professor / Assistant Professor in Chinese Language Education

(Ref: 220000J8)

The Department invites applications for full-time appointment as Associate Professor / Assistant Professor in Chinese Language Education. Applicants should have (i) a relevant doctoral degree; (ii) relevant teaching and research experience; and (iii) a track record of research and publications. Applicants for appointment at Associate Professor rank should have a solid record of quality research and continued productivity, as demonstrated by publications of importance and impact, as well as success in obtaining competitive research grants. The appointee will (a) teach courses for the Faculty's teacher education programmes; (b) undertake scholarly research and seek external competitive research grants; (c) conduct teaching practice supervision; and (d) supervise doctoral students.

Applicants should complete the online application form and upload a full curriculum vitae with the contact information of three referees. Appointment will normally be made on contract basis for up to three years initially, which, subject to mutual agreement, may lead to longer-term appointment or substantiation later.

Detailed information about the Faculty of Education and the Department is available at <http://www.fed.cuhk.edu.hk/>.

Review of applications will start on May 31, 2022. Applications will be considered until the position is filled.

(2) Senior Lecturer / Lecturer in Chinese Language Education

(Ref: 220000J9)

The Department invites applications for full-time appointment as Senior Lecturer / Lecturer in Chinese Language Education. Applicants should have (a) a Master's degree, preferably a doctoral degree in a relevant discipline; (b) at least ten year's post-Master relevant experience (for Senior Lecturer rank) or at least four year's post-Master relevant experience (for Lecturer rank); (c) a strong track record in teaching; (d) extensive professional experience, leadership services to schools and the education community; (e) good knowledge of the education systems of Hong Kong and its neighboring communities; and (f) strong commitment to excellence in teaching. A good track record of pedagogical research, an initial record of refereed publications, and ability to contribute to the teaching and development of curriculum courses are added advantages.

The appointee will be responsible for curriculum development and teaching in teacher education and higher degree programmes offered by the Faculty of Education. Supervision of teaching practice is also required.

Applicants should complete the online application form and upload a full curriculum vitae with the contact information of three referees. Appointment will initially be made on a fixed term contract for up to two years, renewable subject to performance and mutual agreement.

Detailed information about the Faculty of Education and the Department is available at <http://www.fed.cuhk.edu.hk/>.

Review of applications will start on May 31, 2022. Applications will be considered until the position is filled.

(3) Senior Lecturer / Lecturer in Science Education

(Ref: 220000JB)

The Department invites applications for full-time appointment as Senior Lecturer / Lecturer in Science Education. Applicants should have (a) a Master's degree, preferably a doctoral degree in a relevant discipline; (b) at least ten year's post-Master relevant experience (for Senior Lecturer rank) or at least four year's post-Master relevant experience (for Lecturer rank); (c) a strong track record in teaching; (d) extensive professional experience, leadership services to schools and the education community; (e) good knowledge of the education systems of Hong Kong and its neighboring communities; and (f) strong commitment to excellence in teaching. A good track record of pedagogical research, an initial record of refereed publications, and ability to contribute to the teaching and development of curriculum courses are added advantages.

The appointee will be responsible for curriculum development and teaching in teacher education and higher degree programmes offered by the Faculty of Education. Supervision of teaching practice is also required.

Applicants should complete the online application form and upload a full curriculum vitae with the contact information of three referees. Appointment will initially be made on a fixed term contract for up to two years, renewable subject to performance and mutual agreement.

Detailed information about the Faculty of Education and the Department is available at <http://www.fed.cuhk.edu.hk/>.

Review of applications will start on May 31, 2022. Applications will be considered until the position is filled.

Finance Office

(4) Senior Assistant Bursar II (carrying the job title of "Assistant Director of Finance")

(Ref: 220000I6) (Closing date: April 8, 2022)

The Finance Office of the University, which serves the full range of business and financial management needs in support of the University's mission, is looking for a seasoned and qualified finance and investment professional to assume a senior management position. The appointee is responsible for the full spectrum of accounting, investment, treasury, payroll, staff superannuation schemes administration and execution of special projects. Detailed organization of the Finance Office's functions can be found from the CUHK website.

Applicants for the post of Senior Assistant Bursar II should have (i) a good honours Bachelor's degree or above in Finance or Accounting; (ii) a professional qualification in accounting (CA, CPA, ACCA or equivalent); (iii) at least sixteen years' relevant work experience in the noted areas of responsibility (of which at least eight years at post-qualification supervisory/managerial level) acquired in an advanced computerized environment of a large organization; (iv) strong analytical and quantitative skills, effective leadership and interpersonal skills, great team-work spirit; (v) good understanding of the local and global investment markets; (vi) experience in investment management and retirement scheme administration; (vii) advanced skills in Microsoft Office applications; (viii) the capability to work under pressure; and (ix) very good writing skills (for both English and Chinese materials), as well as proficiency in English and Chinese (including Putonghua). Applicants who have actual investment trading experience, a professional qualification in finance (CFA or equivalent), and are conversant with SAP system would have added advantage.

Duties include (a) accounting, treasury and payroll functions; (b) investment management across equities, fixed income, alternatives and mutual funds, as well as monitoring the performance of outsourced investment managers; (c) ORSO/MPI retirement benefits schemes administration; (d) liaison with financial institutions, government funding bodies, external auditor, consultant, lawyer and other professional advisors; (e) providing secretariat support to several administrative committees as well as the scheme trustees; (f) leading system projects and processes re-engineering/transformation; (g) supervision (including staff development) of at least two Finance Office operating units, involving about 40 employees; (h) assuming acting Directorship when needed; and (i) other duties as assigned.

Appointment will initially be made on contract basis for up to three years commencing as soon as possible, renewable subject to good performance and mutual agreement.

Application Procedure

The University only accepts and considers applications submitted online for the 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 Cultural and Religious Studies

(1) Assistant Professor (Religious Studies)

(Ref: 210001RY) (Closing date: April 10, 2022)

The Department invites applications for an Assistant Professorship in Religious Studies. We welcome applicants with academic interests in Religion and Society (broadly defined), including, but not exclusive to, sociology of religion, psychology of religion, as well as religion and environment.

Applicants should have

(i) a PhD degree in religious studies or any discipline in the social sciences (e.g. sociology, anthropology, psychology);

(ii) demonstrated original and outstanding records in related fields (as supported by evidence or research projects and outputs);

(iii) a strong commitment in teaching undergraduate and postgraduate religious studies courses; and

(iv) a commitment in organizing programme related activities.

Appointment will be made on contract basis for up to 3 years initially commencing September 2022, renewable subject to budget, performance and mutual agreement.

Those who have responded to the same advertisement before need not apply again.

Department of Educational Administration and Policy

(2) Professional Consultant(s) (Full-time / Fractional-time)

(Ref: 220000GS)

The Department of Educational Administration and Policy is seeking to recruit Professional Consultants in the areas of Educational Administration and Leadership. The Department of Educational Administration and Policy is one of the four academic departments of Faculty of Education of CUHK. The Faculty of Education of CUHK (<http://www.fed.cuhk.edu.hk/>) is an international center for professional training and research in Education. Further information about the Department is available at <https://www.fed.cuhk.edu.hk/eap/>.

Applicants should have (i) excellent academic qualifications including a Master's degree (or equivalent) in educational administration, leadership or related discipline; (ii) specific interest in Educational Administration and Leadership; (iii) at least 6 years of professional experience in the broad discipline of education, with a proven record of leadership and standing in education through various professional roles; (iv) notable contributions to education through professional services; (v) solid knowledge of current educational issues in Hong Kong and the Chinese Mainland; (vi) strong commitment to excellence in teaching, and (vii) a good command of written and spoken Chinese and English.

The appointees will be responsible for (a) curriculum development, (b) teaching relevant courses in programmes offered by the Faculty of Education, as well as (c) supervising teaching practice. He/ She may also be assigned duties in (d) administration, (e) course co-ordination and (f) other project development work.

Applicants should complete the online application form and upload a full curriculum vitae with contact information of three referees. Appointment will initially be made on full-time/ fractional-time contract basis for up to two years commencing December 2022 or during the year 2023, renewable subject to performance and mutual agreement.

Applicants may consider their applications unsuccessful if they are not invited for an interview within three months after their submission of application.

Department of Psychology

(3) Lecturer(s)

(Ref: 220000HT)

The Department of Psychology invites applications for the post of Lecturer commencing in July 2022. Applications from qualified scholars in specialty areas including but not limited to cognitive, developmental, and health psychology will be considered.

Applicants should have (i) at least a Master's degree, preferably a PhD degree in Psychology or related disciplines; (ii) a strong track record in teaching; (iii) excellent communication skills; and (iv) a strong commitment to supervising student's work.

Duties include (a) coordinating and teaching undergraduate and postgraduate courses; (b) supervising student's projects and theses; and (c) assisting in administrative duties.

Appointment will initially be made on contract basis for one to two years, renewable subject to good performance and mutual agreement.

Applications will be accepted until the post is filled. Further information about the Department and its programmes is available at <http://www.psy.cuhk.edu.hk>. For enquiries, please contact the Department by email to infopsy@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>.

BANKING & FINANCE



醫院管理局
HOSPITAL
AUTHORITY

Vision

- Healthy People
- Happy Staff
- Trusted by the Community

Mission

- Helping People Stay Healthy

Values

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

Hospital Authority Head Office

Chief Manager (Budget Planning and Management)

(Ref: Chief Acct/HO2203020/12212)

Pay

HK\$ 190,576 to HK\$ 203,894 per month (including Monthly Allowance)

Job

Reporting to the Director (Finance), the Chief Manager (Budget Planning and Management) will lead the Government Funding, Budget Planning and Management Section of the Finance Division, Hospital Authority Head Office (HAHO). The post holder will assist Director (Finance) in the following key responsibilities:-

1. Liaise with the Government on the funding arrangement in support of HA's corporate strategy while ensuring financial sustainability for the HA, and co-ordinate with Government Bureaux to produce timely and accurate accountability reports to the Government and various stakeholders.
2. Work closely with clusters and HAHO to devise the Yearly Budget Plan and support the development of the medium term financial projection in alignment with the strategic/ service plan to ensure financial sustainability of the organisation.
3. Formulate funding / internal resource allocation mechanism, provide overall direction on Budget Planning and Management within the guideline provided by the Government Bureau or HA Board and co-ordinate/ advise on budget allocation within the organisation.
4. Oversee budget performance and accountability reporting which form an integral part of HA's overall performance management framework.
5. Ensure systems are in place to monitor, control, record compliance with resources utilisation within scope and authority.
6. Act as focal point for release of financial information to external parties, e.g. Government Bureaux and Departments, Legislative Council, etc.
7. Any other duties as assigned by supervisors.

Requirements

1. A qualified accountant with membership of a recognized professional accounting body.
2. Minimum of 12 years' post-qualification experience, preferably gained from senior management leadership role in sizeable public sector organizations.
3. Solid management experience in financial management, planning and analysis.
4. Exposure/experience in strategic planning / leading budget planning / liaison with Government departments is preferred.
5. Strong leadership skill and ability to work under pressure and demanding timelines.
6. Exposure in health care setting or possess health care management academic qualification would be an advantage.

Remarks

1. May be required to work in another location to meet service needs of the HA.
2. The post holder may be subject to transfer or rotation to other positions within the same band as determined by the HA.
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 Rehired Mechanism of HA.
5. Please submit application online on or before **2 April 2022** via web site <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 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 11 June 2022 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.



啓歷學校
The British International School
in Hong Kong

Immediate Openings

Kowloon Bay Campus

Accountant

Kellett School is seeking a qualified Accountant (CPA, CPFA, CIMA or ACCA).

The successful candidate will lead deputy member of the School's Finance team, providing technical guidance and support to team colleagues and advice to other school staff and stakeholders.

Clerk to the Board

The successful candidate will provide support and help coordinate the administration of the various Boards and Sub-Committees of entities related to Kellett School.

Full details and application procedure can be found on our website:

<https://careers.kellettschool.com/vacancies/vacancy-search-results.aspx>

Applicants are required to apply via our website
Closing Date: 4 April 2022

Applicants, who have not been contacted by 30 April 2022, can assume that on this occasion they have been unsuccessful and are sincerely thanks by the Association for their interest.

Kellett School is committed to safeguarding and promoting the welfare of children and young people.

Personal data will be used for recruitment purposes only.

Kellett School is an Equal Opportunities Employer.



St. Margaret's Co-educational
English Secondary & Primary School

1. French/Japanese/German/Spanish Speaking Teacher
2. Native English Speaking Teacher
3. Teacher of Literature in English (Secondary) (GM)
4. Physics/Chemistry/Biology Teacher (Secondary) (GM)
5. ICT/Mathematics Teacher (Secondary/Primary) (GM)

As a Direct Subsidy School pioneering in global education, we are expanding our language, arts and STEM programmes and are inviting applications for the above posts for 2022/2023. **We offer all staff one incremental salary point higher than the Master Pay Scale.** Please send application to St. Margaret's Co-educational English Secondary and Primary School via Email (recruitment@smcesps.edu.hk) or by post (33 Sham Mong Road, West Kowloon).

(Please quote the post in the application and on the envelope.)
(Information submitted will be used for recruitment purpose only.)



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

ENGLISH LANGUAGE CENTRE

Assistant Technical Officer (Ref. 22030901-E2)

The appointee will be required to (a) assist in programming and maintaining various systems, applications and database servers; (b) assist in laboratory maintenance; (c) assist in IT equipment inventory control and purchasing of equipment; (d) provide technical support to the Centre; and (e) report to Senior Technical Officer. The appointee may be required to work beyond normal office hours for IT troubleshooting and technical support when needed.

Applicants should have (a) a recognised degree in Computer Science, Information Technology, Electrical Engineering, Electronic and Information Engineering or a related discipline, OR a recognised diploma in technology/engineering related fields with three years of post-qualification work experience; (b) hands-on experience in application development using Pascal, PHP and MySQL; (c) knowledge of Linux server, Windows server, MySQL server and MS SQL server; (d) experience in Windows, Microsoft office, MacOS, PhotoShop, etc; (e) self-initiative, good problem solving skills, the ability to work independently with good communication skills; and (f) a good command of both spoken and written English and Chinese. Preference will be given to those with Pascal programming knowledge. Applicants with less experience may be considered for the post of Technical Support Assistant.

Applicants who have responded to the previous advertisements need not re-apply.

Remuneration and Conditions of Service

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

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@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. **Consideration of applications will commence on 28 March 2022 until the position is filled.** 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

We Are PolyU • Together We Excel

Classified Post

readers are confident, competent and career-oriented



Classified Post

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Office of Admissions and Financial Aid

(1) Executive Officer II (*Ref. 220000GZ*) (*Closing date: March 22, 2022*)

The appointee will be engaged in local and international outreach and student recruitment. He/She will be responsible for (a) organising outreach activities, delivering presentations and advising students; (b) administering the web and other media for outreach to local and international audiences; (c) establishing and maintaining networks with schools, the media and other stakeholders locally and internationally; (d) processing applications; and (e) performing other tasks as assigned by the supervisors. Irregular working hours and overseas travel may be required.

Applicants should have (i) a good Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) at least 3 years' post-qualification work experience; (iv) an excellent command of written and spoken Chinese (Cantonese and Putonghua) and English; (v) a service-oriented mindset and an outgoing personality; (vi) strong organisational, oral presentation and interpersonal skills; and (vii) the ability to work independently and as a team member. Experience in student admissions and recruitment, event planning and management, or implementation of e-strategies in student outreach will be advantageous.

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 a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

Application Procedure

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

Aided EMI Christian school invites applications for the following positions:

1. Native English Teacher
(commencing Aug 16, 2022)

a) Applicants should comply with the conditions as set out under the requirements for Government-appointed NETs.

b) Experience in leading the English Debating team and promoting the English-rich environment on campus an advantage.

2. Physics and Maths Teacher (Regular/Contract)
(commencing Sept 1, 2022)

a) Applicants should hold a relevant degree.

b) Applicants for a regular post should have attained a passing score in the Basic Law Test.

Applicants should send a full CV to **Carmel Sec. Sch., 55 Chung Hau St., Homantin, Kowloon** or email to **info@carmelss.edu.hk**.

(Data collected will be used for recruitment purpose only)


Looking for high-flyers?

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Classified Post



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

CUHK Business School

Executive Officer II, Executive MBA (EMBA) Programme (*Ref. 220000I9*) (*Closing date: April 4, 2022*)

The CUHK Business School is a leading business school and a pioneer in business education in Hong Kong. Since its establishment in Hong Kong in 1963, the CUHK Business School has gained world recognition of nurturing business leaders with immense contributions in Asia Pacific. The School has been offering a comprehensive range of undergraduate and postgraduate programmes (MBA, MSc, MAcc, EMBA, MPhil, PhD) with over 4,600 students, as well as executive education. It has one of the most extensive alumni networks in the region, with over 40,000 alumni around the world.

The Executive MBA Programme is the first programme of its kind offered in Hong Kong. The programme, initially offered by CUHK Business School in 1993, is a two-year part-time programme that is unique in its approach to graduate business education in Hong Kong.

Reporting to the Programme Director or her/his designate, the Executive Officer is a member of the programme team to provide assistance in (a) student recruitment and admission, including but not limited to building awareness and interest of the programme among corporations and professional associations, handling programme enquiry, reaching out and following up closely with prospective corporations and professional associations for nomination and referral matters, and co-ordinating and assisting in the interview and admission process; (b) digital marketing, including creating relevant messages for social media of programme, analysing results for continuous improvement in digital media, preparing for digital marketing materials, and leading the whole planning and organising process of the media programme, e.g. liaison with the stakeholders such as media organisations, guest speakers, students and alumni, etc.; (c) events and projects, leading the whole planning and organising process of the events and projects including liaison with the stakeholders such as guest speakers, guests, teachers, students and alumni, etc., and responsible for the smooth completion of the events and projects; (d) publications, assisting in the production of EMBA publications such as books and newspaper articles including liaison with the stakeholders such as the guests, authors, editors and the publication agents, etc., and be responsible for the smooth completion and production of the EMBA publications; (e) administrative support on outreach activities locally and outside Hong Kong, including EMBA study trips, such as liaison with teachers, students, local/overseas companies, educational institutions and other organisations; and (f) other tasks as assigned by the supervisors and perform other impromptu duties. Working at flexible/irregular hours and travelling for business purposes may be required.

Applicants should have (i) a Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) preferably at least 5 years' post-qualification work experience; (iv) a good command of written and spoken English and Chinese (Cantonese and Putonghua); (v) good interpersonal skills, a strong sense of responsibility and self-motivation; (vi) the ability to work independently in a well-organised manner; (vii) attentiveness to details; (viii) proficiency in computer applications, such as MS Word, Excel and PowerPoint; and (ix) knowledge and experience in Google Analytics, WordPress and other digital marketing tools is preferred. Shortlisted candidates will be invited to sit for written test(s).

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

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

[The CUHK Business School is also known as the Faculty of Business Administration.]

Application Procedure

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

Recruitment for Shenzhen Hong Kong Pui Kiu College Longhua Xinyi School

1. Background of Our School

Our school, a through-train international school based in Shenzhen, has been in operation since September 2021. We offer 12-year quality education to children of Hong Kong and Macau residents and that of expatriates who work and live in Shenzhen.

It is uplifting that the overwhelming number of applications, totaling 8000 applicants, was received last year and it indeed boosted our confidence and was even a recognition to our vision in education which embodies the best of the East and the West. Eventually, we handpicked 1000 students with brilliant performances in the past academic year. As a large-scale school that can cater for 4000 students, we continue to accept applications and have received thousands of applications from Hong Kong residents of late. Concomitant with our rapid growth, we plan to recruit teachers from Hong Kong and overseas who are committed to developing in this line of work in the Greater Bay area.

We offer both the National Curriculum for Compulsory Education and the Hong Kong Curriculum at both primary and junior secondary levels. Our senior secondary school students are offered an array of courses ranging from the Hong Kong Diploma of Secondary Education Examination (HKDSE), IGCSE, GCE A-Level, NCUK IFY, SAT to TOEFL in addition to the National College Entrance Exams (Gaokao) in mainland China.

2. Job Openings

We are currently recruiting teachers for the following subjects (English as the medium of instruction):

Primary	English, Drama in English, Mathematics, Science, STEM, Music, Visual Arts, Culinary Arts, Physical Education
Secondary	Drama in English, Music, Visual Arts, Culinary Arts, Physical Education GCE A-Level/HKDSE/IFY subjects: Mathematics, Physics, Chemistry, Biology, Economics, Business, History, Information Technology

3. Requirements

- Applicants should share our school's philosophy and should be passionate about education.
- A relevant degree or post-graduate degree is required
- Possessing a PGDE, PGCE or teaching experience is an advantage.
- Excellent communication skills in English

4. Remuneration

- Salaries of primary and secondary school teachers are subject to (or higher than) the pay scale stipulated by the Education Bureau for aided schools in Hong Kong and post-qualification experience of serving teachers.
- A fully-furnished teacher's apartment will be provided.
- Free meals including breakfast, lunch and dinner will be provided.
- Paid summer and winter holidays for mainland schools together with national statutory holiday arrangements for mainland schools will be provided.
- Comprehensive medical insurance will be provided.
- Excellent promotion prospects and career pathways.
- Excellent teaching environment and facilities
- Comprehensive professional development and support is provided for serving teachers
- Priority will be given to children of serving teachers during the school admission exercise with subsidies given to tuition fee
- Those who meet the requirements are entitled to enjoy various preferential policies for high-end talents provided by Shenzhen Government.

5. Documents required for Application

1) Application letter and curriculum vitae should be submitted via the following email address:
(Email address: recruit@puikiuxinyi.edu.hk)

- Format for the subject line of the email:
Name + Name of the university (Bachelor's degree) + Primary Section / Secondary Section to be taught + Subject(s) to be taught
- For example:
- Chan Tai Man + ABC University (Computer Engineering) + Primary and Secondary Sections + Physics + Mathematics + Information Technology
- Chan Tai Man + ABC University (English Language and Literature) + Primary Section + English

2) Application documents should include:

- An application letter and your personal teaching philosophy
- Curriculum vitae (with a recent photo)
- Other documents deemed relevant to your application

6. Reminder :

1) Shortlisted candidates will be contacted for an interview scheduled between **March and June**

2) E-mail address for application: recruit@puikiuxinyi.edu.hk

3) School website: <http://www.puikiuxinyi.com>

4) Applicants' information will be strictly kept confidential and will only be used for the purpose of employment



Diocesan Girls' Junior School
拔萃女小學

invites applications for the following positions with effect from 1st September 2022:

A. Graduate Teachers of English Language

- Candidates with native fluency in English and have fulfilled EDB's Language Proficiency requirements for English teachers

B. Graduate Teachers of Chinese Language

- Candidates with native fluency in Putonghua and have fulfilled EDB's Language Proficiency requirements for Putonghua teachers

C. Graduate Teachers of Information and Communication Technology

- Holder of an IT-related Bachelor's degree or above
- Fluent in English with excellent interpersonal skills
- Accountable and motivated individual with radiant team spirit

D. IT Technician

- Holder of an IT-related Diploma or Higher Diploma
- At least one-year's work experience in Windows and Linux server maintenance and administration
- Good communication skills in English and Chinese
- Attentive to details, self-motivated, with integrity and flexibility in dealing with multi-functional tasks independently

The school offers an enhanced remuneration package, staff medical scheme and unique professional development opportunities for high-calibre applicants.

Interested parties are invited to send their applications, enclosing full resumes stating qualifications, career history, teaching experience and contact numbers latest by **30th April 2022** to:

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

Information / Personal data collected will be used for employment purposes only. Applicants not contacted within 12 weeks of application should consider their application unsuccessful.



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

CUHK Business School

Executive Officer II, Executive MBA (EMBA) Programme (*Ref. 220000I9*) (*Closing date: April 4, 2022*)

The CUHK Business School is a leading business school and a pioneer in business education in Hong Kong. Since its establishment in Hong Kong in 1963, the CUHK Business School has gained world recognition of nurturing business leaders with immense contributions in Asia Pacific. The School has been offering a comprehensive range of undergraduate and postgraduate programmes (MBA, MSc, MAcc, EMBA, MPhil, PhD) with over 4,600 students, as well as executive education. It has one of the most extensive alumni networks in the region, with over 40,000 alumni around the world.

The Executive MBA Programme is the first programme of its kind offered in Hong Kong. The programme, initially offered by CUHK Business School in 1993, is a two-year part-time programme that is unique in its approach to graduate business education in Hong Kong.

Reporting to the Programme Director or her/his designate, the Executive Officer is a member of the programme team to provide assistance in (a) student recruitment and admission, including but not limited to building awareness and interest of the programme among corporations and professional associations, handling programme enquiry, reaching out and following up closely with prospective corporations and professional associations for nomination and referral matters, and co-ordinating and assisting in the interview and admission process; (b) digital marketing, including creating relevant messages for social media of programme, analysing results for continuous improvement in digital media, preparing for digital marketing materials, and leading the whole planning and organising process of the media programme, e.g. liaison with the stakeholders such as media organisations, guest speakers, students and alumni, etc.; (c) events and projects, leading the whole planning and organising process of the events and projects including liaison with the stakeholders such as guest speakers, guests, teachers, students and alumni, etc., and responsible for the smooth completion of the events and projects; (d) publications, assisting in the production of EMBA publications such as books and newspaper articles including liaison with the stakeholders such as the guests, authors, editors and the publication agents, etc., and be responsible for the smooth completion and production of the EMBA publications; (e) administrative support on outreach activities locally and outside Hong Kong, including EMBA study trips, such as liaison with teachers, students, local/overseas companies, educational institutions and other organisations; and (f) other tasks as assigned by the supervisors and perform other impromptu duties. Working at flexible/irregular hours and travelling for business purposes may be required.

Applicants should have (i) a Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) preferably at least 5 years' post-qualification work experience; (iv) a good command of written and spoken English and Chinese (Cantonese and Putonghua); (v) good interpersonal skills, a strong sense of responsibility and self-motivation; (vi) the ability to work independently in a well-organised manner; (vii) attentiveness to details; (viii) proficiency in computer applications, such as MS Word, Excel and PowerPoint; and (ix) knowledge and experience in Google Analytics, WordPress and other digital marketing tools is preferred. Shortlisted candidates will be invited to sit for written test(s).

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

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

[The CUHK Business School is also known as the Faculty of Business Administration.]

Application Procedure

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

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

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

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

QUALIFICATIONS FOR APPOINTMENT

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

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

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

TERMS AND CONDITIONS OF APPOINTMENT

- The appointment will be on a two-year contract basis, normally starting in mid-August and ending in mid-August two years later, subject to renewal after expiry.
- Remuneration package:
 - i. Salary from HK\$31,750 – HK\$61,415 per month (primary)
 - ii. Salary from HK\$31,750 – HK\$73,775 per month (secondary)
 - iii. End of contract gratuity for satisfactory performance and conduct
 - iv. Retention incentive for satisfactory completion of continuous service in the NET Scheme from third year onwards
 - v. Passage, baggage, medical allowances and a special allowance of HK\$20,989 per month are provided for eligible appointees whose normal place of residence is established as outside Hong Kong and if he/she or his/her spouse is not receiving any similar benefits.
- The salary and the terms and conditions of service to be offered are subject to the appointee's qualifications and post-qualification teaching experience and the prevailing conditions at the time the offer of appointment is made.


DETAILS

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

APPLICATION

Applicants applying for the above position for the 2022/23 school year should send in the completed standard application form with supporting documents **by post, by fax or in person** to the following address by **25 March 2022**.

NET Administration Team
Room W304, 3/F, West Block,
Education Bureau Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong
Fax No: (852) 2349 1398
Tel No: (852) 3698 3926 or (852) 3698 3942
Email: netrecruit@edb.gov.hk



Diocesan Girls' School
拔萃女書院

Diocesan Girls' School, a leading-edge school in China and the Asia-Pacific region, offers first-rate education to girls that blends Christian values, Chinese traditions and culture and democratic ideals, empowering them to contribute actively to the local and global community.

The School offers an attractive remuneration package with good promotion prospects for those with a proven track record of performance. We are now seeking passionate high-calibre candidates for the following positions from 1 September 2022 onwards:

Teaching Positions:

1. English Language / Literature in English Teacher

Requirements

- Relevant degree holder able to teach English / Literature in English with native speaker competence
- Experienced in teaching the subject at DSE and/or A Level

2. Mathematics / Further Mathematics Teacher

Requirements

- Relevant degree holder able to teach the subject at DSE and/or A Level
- Must be able to teach using English as MOI

3. Information and Communication Technology Teacher

Requirements

- Relevant degree holder able to teach the subject to DSE Level
- Must be able to teach using English as MOI

4. Biology and Junior Science Teacher

Requirements

- Relevant degree holder able to teach the subject at DSE and/or A Level
- Must be able to teach using English as MOI

5. History / Humanities Teacher

Requirements

- Relevant degree holder able to teach the subject at DSE and/or A Level
- Must be able to teach using English as MOI

6. Psychology Teacher

Requirements

- Bachelor's degree in Psychology or equivalent
- Experience in teaching GCE A Level an asset
- Must be able to teach using English as MOI

Interested parties are invited to send their applications, enclosing full résumés 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@dgjs.edu.hk

Review of applications will commence as soon as possible and continue until 31 March 2022 or until the post is filled, whichever is earlier. Information / Personal data collected will be used for employment purposes only.

EDUCATION



澳門理工大學
Universidade Politécnica de Macau
Macao Polytechnic University

FACULTY OF ARTS AND DESIGN
Recruitment of Full-time Academic Staff

Macao Polytechnic University (MPU) is a public higher education institution offering various subjects with an emphasis on applied knowledge and skills. MPU strives to enhance the level of teaching and research and offer a great diversity of subjects. Through the all-rounded scheme for cultivation of professionals, bachelor, master's and doctoral degree programmes are offered in different fields so as to nurture high-quality professionals with global vision. According to the approval by the Administrative Board, and the Teaching Staff Charter of the University, applications are invited through open recruitment for full-time academic staff.

Full-time Lecturer of 3D Visualization and Multimedia Design
1 Vacancy (Ref. 2122-FAD-008)

Job Duties: Applicants shall perform the duties as stipulated in Article No. 5 and Paragraph No. 1 of Article No. 8 in the Teaching Staff Charter of the University and be able to teach 3D Modeling and Visualization, Animation Design, Motion Graphics, Materials and Fabrication, Digital Production for Design etc. (taught in Chinese).

Qualifications: Applicants must possess a Master's degree in a field related to Multimedia and Animation.

Closing Date for Application: 30/03/2022 17:45

Salary and Fringe Benefits: The salary index of Lecturer ranges from 430 to 640 (1 index point = MOP91), with pre-tax annual salary from MOP547,820 to MOP815,360. The salary scale will be determined in accordance with the appointee's academic qualifications, tertiary teaching experience and/or relevant professional experience. The appointee will be entitled to the welfare and benefits, including provident fund, medical benefits, housing allowance, and family subsidies, as stipulated in the Personnel Charter of the University.

Please browse our website for details of Notice for above Full-time Academic Staff Recruitment <http://www.ipm.edu.mo/vacancy>

Applicants should submit their applications with the required documents specified in the Notice for Full-time Academic Staff Recruitment on the MPU recruitment webpage (<http://ipm.mo/recruitment>), or submit the applications in person to the Personnel Office, Macao Polytechnic University, Rua Luis Gonzaga Gomes, Macao. Applications by post and email will not be accepted.

For enquiries: Tel: +853 8599 6719 / 8599 6125
Email: recruit_staff@ipm.edu.mo



MPU
recruitment
webpage

Australian International School Hong Kong
Classroom Assistant | Primary

Are you looking for a new career opportunity?
Do you wish to work in a vibrant international education community?

AISHK is seeking candidates for the position of Classroom Assistant - Primary. Working with classroom teachers, the Classroom Assistant will enrich the learning of all students and provide in class support.

- Experience with supporting early years preferable.
- Commencement: 19 April 2022 or by arrangement.



Australian International School Hong Kong
3A Norfolk Road, Kowloon Tong | www.aishk.edu.hk

APPLICATION
DETAILS:



Please view the full role statement for this position and apply via the AISHK website. Scan the QR code or visit:

www.aishk.edu.hk/welcome/a-career-at-aishk

Applicants must be eligible to work in Hong Kong. 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

聖保羅男女中學附屬小學
ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

TEACHERS REQUIRED

As a Direct Subsidy Scheme (DSS) school, SPCPCS enjoys flexible allocation of funding and resources. These allow the school to recruit additional teachers to increase pedagogical effectiveness, provide diverse student programmes, reduce class size and reduce student-teacher ratio. SPCPCS offers an attractive remuneration package including staff medical scheme, school-based promotion system and professional development opportunities for high-calibre applicants who are passionate about teaching.

We are now inviting applications for the following posts in September 2022:

- Teaching Staff**
- | | | |
|------------|----------------------------|----------------|
| 1. English | 3. Mathematics and Science | 5. Visual Arts |
| 2. Chinese | 4. PE | |

- Requirements:**
- A relevant university degree with a recognised teacher training qualification
 - English teachers must have native fluency in English, with Bachelor's degree or above (preferably in English Literature) and attained EDB's Language Proficiency Requirement (LPAT English) requirement
 - Chinese teachers must have attained EDB's Language Proficiency Requirement to teach subjects in Putonghua
 - Mathematics and Science teachers who have attained EDB's Language Proficiency Requirement to teach subjects in English are preferred
 - Experience in school-based curriculum development will be an advantage
 - PE and Visual Arts teachers may need to teach other subjects

Salary will be commensurate with qualifications and experience. Applications must be sent to: **The Headmistress, St. Paul's Co-educational College Primary School, 11 Nam Fung Path, Wong Chuk Hang, Hong Kong.**

Please mark "Confidential" and specify the post you apply for in your application and on the envelope. The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC).

All enquiries and applications will be treated in strict confidence and used solely for employment-related purposes.

Causeway Bay Victoria Kindergarten and International Nursery
Class Teacher
- Native-Level English Speaking

We are seeking to appoint an enthusiastic, qualified, native English-speaking Early Childhood Educator (Opening: April 22):

- Committed to working in a dynamic environment
- Hold appropriate qualifications e.g. Bachelor in Education or Post Graduate Diploma in Education or Post Graduate Certificate in Education, in order to be registered as a teacher in Hong Kong
- Newly qualified teachers will also be considered
- A commitment to student centered inquiry-based learning
- IB experience is an advantage but not essential
- Flexibility to co-teach with Chinese teachers

Two-year contract plus excellent employment package. Email: cbrcruit@cbvictoria.edu.hk

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Classified Post

HKMA David Li Kwok Po College

Our College, an EMI secondary school operating under the Direct Subsidy Scheme, seeks qualified candidates to fill the following vacancy:

Programme Officer

- Requirements:**
- Possessing a bachelor degree with excellent command of English;
 - Having strong communication and organization skills;
 - Ability to prioritize and establish positive relationship with youngsters;
 - Able to work productively with others in teams;
 - Approachable and outgoing, and always taking positive views on matters.
- Responsibilities:**
- Organizing programmes for newly admitted NCS students, and personal development and careers-related activities/programmes as well as after-school academic learning programmes for NCS students;
 - Serving as a mentor for NCS students, addressing their specific needs in personal development;
 - Assisting the school's Admission and Promotion Team to promote the College to the NCS community;
 - Providing special support to NCS students with SEN.

Interested applicants should submit, either by mail or email, a covering letter together with a CV, which contains the names of two contactable referees, to **The Principal** of the College. Only short-listed candidates will be notified for interview.

Address: 8 Hoi Wang Road, Mongkok (West), Kowloon
Website: <http://www.hkmadavidli.edu.hk>
Email: recruitment@hkmadavidli.edu.hk

(All information provided will only be used for recruitment related purposes and destroyed after the completion of recruitment exercise.)

Native English-speaking Teacher / Supply NET

1) Native English-speaking Teacher (Under EDB NET Scheme) (2022-2024)

1. Native English speaker with experiences in teaching English as a second / foreign language is preferred.
2. Possesses a relevant degree and have completed relevant professional training required by the NET Scheme of EDB.

2) Maternity Leave Cover for EDB NET Position (from 20/4 - 25/6)

1. Native English Speaker
2. Possesses a recognised degree and relevant teaching qualifications
3. Daily pay \$1380 per day

Interested applicants please send your full resume and photo to **F.D.B.W.A. Chow Chin Yau School**, Situ Shan Court, Butterfly Estate, Tuen Mun, N.T. or email to mail@fdecys.edu.hk

Native-speaking English Teacher

An aided primary school invites applications for the above teaching post.

- Applicants:**
- should be a native-speaker of English or possess native-speaker English competence.
 - should hold a bachelor's degree in English from a Hong Kong university or equivalent;
 - should have a recognised teacher training qualification in primary education; and
 - should have a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at certificate level, or an equivalent course of study recognised by the EDB.
 - should be a Hong Kong permanent resident or fulfill the requirements for working in Hong Kong.
 - will receive a salary in line with the EDB pay scale based on their qualifications and teaching experience.
 - with teaching experience in a HK primary school are preferred.

Please submit an application letter with full resume to **The Principal, Alliance Primary School, Tai Hang Tung, 23 Tong Yam Street, Tai Hang Tung, Kowloon** or email to job@apstht.edu.hk.

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

Yan Chai Hospital Lan Chi Pat Memorial Secondary School is looking for :
A NET Teacher 2022-2023

- A bachelor's degree in English or Linguistics
 - Candidate with a Postgraduate Diploma in Education majoring in English for equivalent preferred
 - Has worked in the Hong Kong school context before
 - Related experience: teaching English preferably as a second or foreign language at secondary school level
 - Creative, responsible, self-motivated and good at story-telling
- Applicants are invited to send a full resume before 31st March 2022 by email to icp-mail@icp.mysch.net

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



DIOCESAN PREPARATORY SCHOOL (EMI, AIDED)

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

Full-Time Teaching Post for English

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

Please apply with full resume in English, copies of certificates and contact details to: **The Headteacher, Diocesan Preparatory School, 1 Chester Road, Kowloon Tong, Kowloon by mail or by fax at 23367854 by 22nd April 2022.**

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



漢基國際學校
Chinese International School

Openings for August 2022

Four Teaching Fellow Positions: Math, English, Science and Individual and Societies

The CIS Teaching Fellow programme is designed to encourage exceptionally promising young people who have distinguished themselves in their university studies to explore a career in education. Graduates are given the opportunity to work with talented, experienced, and supportive mentors and participate in all aspects of academic, extracurricular, and experiential teaching and learning.

Please send resumes to cdolesman@cis.edu.hk

PROPERTY & CONSTRUCTION



SNC-LAVALIN

ATKINS

Member of the SNC-Lavalin Group

Drainage Services Department

Contract No. DC/2019/07

Outlying Islands Sewerage Stage 2

– Upgrading of Cheung Chau Sewage Treatment and Disposal Facilities

Atkins China Limited invites applications for the following Resident Site Staff positions under Contract No. DC/2019/07 Outlying Islands Sewerage Stage 2 – Upgrading of Cheung Chau Sewage Treatment and Disposal Facilities. The works comprise upgrading of Cheung Chau Sewage Treatment Works to increase its treatment capacity to 9,800m³/day and to upgrade its treatment standard to secondary level, and upgrading of the existing Pak She Sewage Pumping Station to increase its capacity from 29,000m³/day to 42,000m³/day and its associated facilities. The works commenced in 4th quarter of 2020 for completion by 2026. We are now inviting applications for the following positions:

Senior Resident Engineer (Civil) (Ref No.: CCSTW_SRE(C))

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline; and
- Minimum 5 years' relevant post professional qualification experience; and
- NEC ECC contract administration experience or knowledge will be an advantage.

Resident Architect (Ref No.: CCSTW_RA)

Candidates should have:

- Membership of the Hong Kong Institute of Architects or equivalent or Registered Architect of the Architects Registration Board of Hong Kong; and
- NEC ECC knowledge or working experience will be an advantage.

Assistant Resident Engineer (Civil) (Ref No.: CCSTW_ARE(C))

Candidates should have:

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

Assistant Resident Engineer (E&M) (Ref No.: CCSTW_ARE(E&M))

Candidates should have:

- Bachelor Degree from University or equivalent in an appropriate discipline, with formal training pre-approved by appropriate professional institution / institute; and
- Minimum 2 years' relevant post-qualification experience; or
- Bachelor Degree from University or equivalent in an appropriate discipline, with at least 4 years' post-academic qualification experience in professional field and level; and
- NEC ECC knowledge or working experience will be an advantage.

Resident Survey Officer (Quantity) (Ref No.: CCSTW_RSO(Q))

Candidates should have:

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; and
 - NEC ECC knowledge or working experience will be an advantage.
- # 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.

Resident Survey Officer (Engineering) (Ref No.: CCSTW_RSO(E))

Candidates should have:

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

Resident Technical Officer (Civil) (Ref No.: CCSTW_RTO(C))

Candidates should have:

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

Resident Works Supervisor I (E&M) (Ref No.: CCSTW_RWS(E&M))

Candidates should have:

- Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; or
 - Completed a recognised technician apprenticeship in an appropriate discipline; or
 - Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; or
 - Minimum 5 years' experience as a skilled worker in an appropriate discipline; and
 - Minimum 3 years' relevant post qualification experience; or
 - Minimum 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects; and
 - Qualification of a Competent Person (CP) as per s.2 and s.4(2) of Chapter 59AE – Factories and Industrial Undertakings (Confined Spaces) Regulation, or a Designated Competent Person (DCP) who is a CP and completed the 1-day "Confined Space Safety Training Course for Competent Persons Engaged in DSD's Works" run by the Construction Industry Council and obtained a certificate is preferable.
- # Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

Resident Works Supervisor II (Civil) (Ref No.: CCSTW_RWSH(C))

Candidates should have:

- Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; or
 - Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
 - Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; or
 - Minimum 5 years' experience as a skilled worker in an appropriate discipline; and
 - Qualification of a Competent Person (CP) as per s.2 and s.4(2) of Chapter 59AE – Factories and Industrial Undertakings (Confined Spaces) Regulation, or a Designated Competent Person (DCP) who is a CP and completed the 1-day "Confined Space Safety Training Course for Competent Persons Engaged in DSD's Works" run by the Construction Industry Council and obtained a certificate is preferable.
- # Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

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

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

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

Interested candidates please email to recruit.rss@atkinsglobal.com (with relevant reference number) for on-line application on or before 1 April 2022.

Applications will be treated in strict 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.

[snc-lavalin.com](https://www.snc-lavalin.com) [atkinsglobal.com](https://www.atkinsglobal.com)



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Member of the SNC-Lavalin Group

Drainage Services Department

Contract No. DC/2017/02

Rehabilitation of Trunk Sewer in Kowloon, Shatin and Sai Kung

Atkins China Limited invites applications for the following Resident Site Staff positions. The works comprise construction and rehabilitation of trunk sewers in Kowloon, Shatin and Sai Kung. The works have commenced for substantial completion by mid-2022.

Resident Inspector of Works (5-Month Contract)

(Ref No.: RTS_RIOW)

Candidates should have:

(1) Diploma or Higher Certificate from a Construction Industry Council / Hong Kong Institute of Construction / Hong Kong Polytechnic / Polytechnic University, the Hong Kong Institute of Vocational Education or a technical institute/college or equivalent in an appropriate discipline; and

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

(3) At least 8 years' relevant post-qualification experience; or

(4) At least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects.

Resident Technical Officer (Civil) (4-Month Contract)

(Ref No.: RTS_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; and

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

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

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

Interested candidates please email to recruit_rss@atkinsglobal.com (with relevant reference number) for on-line application on or before 8 April 2022.

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.

[snc-lavalin.com](https://www.snc-lavalin.com)

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

RESIDENT SITE STAFF

We are looking for the following site staff for the Redevelopment of Kowloon Tsai Swimming Pool at No. 13 Inverness Road. (Contract No. SS J513)

RESIDENT ASSISTANT CLERK OF WORKS (RACOW)

- Diploma or Higher Certificate in Building Studies from the Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College / Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent / Engineering qualifications.

- 3 years' relevant post-qualification experience / 5 years' relevant experience inclusive of 1 year relevant experience as RWS or equivalent in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook / 3 years' relevant experience inclusive of 1 year relevant experience as RWSI or equivalent in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

- 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.

- Degree, certificate, Dip or higher Dip in occupational safety and health or in construction safety is preferred.

- Tentative commencement date of the contract is Apr 2022.

[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.]

Interested parties may send your written application with full resume stating working experience, qualifications, present and expected salary and date of availability on or before 31 Mar 2022 to :

P&T Architects and Engineers Limited
33/F, 633 King's Road, North Point, Hong Kong
or email address hr@p-t-group.com
or fax no. (852) 2838-6072 [Quote Ref. No.: 5282]

All data collected would be used for recruitment purpose only.

醫院管理局
HOSPITAL AUTHORITY

Vision

Mission

Values

• Healthy People

• Happy Staff

• Trusted by the Community

• Helping People Stay Healthy

• People-centred Care

• Professional Service

• Committed Staff

• Teamwork

Hospital Authority Head Office

Chief Manager (Capital Planning)

(Ref: EM SEM(PS)/HO2203021/12212)

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

Reporting to the Director (Strategy and Planning), the post-holder heads the Capital Planning Department and is accountable for the provision and maintenance of quality healthcare facilities in Hospital Authority (HA). The Chief Manager will lead a team of committed professionals to support the strategic directions of HA through multi-disciplinary teamwork and to continuously enhance the capital infrastructure of the organization.

The core responsibilities include

1. Oversee the planning and development of building projects, engineering installations, as well as facilities operation and maintenance for hospitals and institutions.

2. Develop and implement hospital development plans and identify innovations to keep modernizing HA facilities.

3. Lead the planning, implementation and management of major capital works projects, both on-going and in the pipeline, to ensure that quality healthcare facilities are delivered on schedule and within budget.

4. Establish systems to control the progress and expenditure of capital works projects and to monitor the performance of consultants and contractors.

5. Co-ordinate bids for Government funding for major capital works projects in the Resource Allocation Exercise.

6. Secure policy support and procedural clearance from government bureau and departments, as well as funding approvals from the Legislative Council for major capital works projects.

7. Enhance the formulation of planning, design and construction standards, and steer development of quality improvement measures including benchmarking.

8. Provide professional advice in matters pertaining to the development / redevelopment for all building assets of the Authority.

Requirements

1. A recognized architectural or engineering university degree, or equivalent.

2. A professional qualification in architecture or civil/structural/building services engineering or other construction-related disciplines.

3. At least 15 years' proven post-degree experience in management of large scale and complex capital works projects, with particular reference to building works.

4. Good knowledge of and relevant experience in the operation of public hospitals in Hong Kong is preferred.

5. Excellent analytical and quantitative skills in evaluating and monitoring work progress, cash flow and financial performance are essential.

6. Strong leadership and ability to think strategically and committed to achieving strategic results, with outstanding professional competency, conduct and ethics.

7. Ability to communicate, collaborate and coordinate effectively with various stakeholders including Government, healthcare professionals, construction professionals, consultants, contractors and external parties.

Remarks

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

2. 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.

3. 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 Rehired Mechanism of HA.

4. Please submit application online on or before 2 April 2022 via web site <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 7828.

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 11 June 2022 may consider their applications unsuccessful. All information on unsuccessful candidates will be deleted from our files within 24 months.

GENERAL

DEVELOPMENT BUREAU
(WORKS BRANCH)
(Civil Service Vacancies)

(1)Landscape Architect

Salary: Master Pay Scale Point 30 (HK\$64,270 per month) to Master Pay Scale Point 44 (HK\$110,170 per month)

(2)AssistantLandscapeArchitect

Salary: Master Pay Scale Point 18 (HK\$36,765 per month) to Master Pay Scale Point 27 (HK\$55,995 per month)

Closing Date for Application: 24 March 2022 (6:00 p.m.)

Tel. Enquiry: +852 3509 7689

Please visit GovHK at <https://www.gov.hk> or the Development Bureau's website at <https://www.devb.gov.hk> or download "Government Vacancies" Mobile Application at Google Play/Apple App Store/HUAWEI AppGallery for information about the posts.

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Drainage Services Department

Upgrading of West Kowloon and Tsuen Wan Sewerage – Phase 2

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

Assistant Resident Engineer (Civil)

(Ref No.: UWTS2_ARE(C))

Candidates should have:

(1) Degree from the university in an appropriate discipline or equivalent, with at least 3 years' formal training pre-approved by appropriate professional institution/institute; or

(2) 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

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

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

Interested candidates please email to recruit_rss@atkinsglobal.com (with relevant reference number) for on-line application on or before 8 April 2022.

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.

[snc-lavalin.com](https://www.snc-lavalin.com)

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

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

Resident Building Services Engineer (RBSE)

- Member of the Hong Kong Institution of Engineers or equivalent, i.e. Corporate member of a professional institution recognized for corporate membership in the status of registered professional engineer (RPE) of the Hong Kong Institution of Engineers (HKIE) in the Building Services Engineering or Electrical Engineering or Mechanical Engineering Discipline, or equivalent.

- Minimum 1 year's post-qualification experience in building services engineering, electrical engineering or mechanical engineering. Experience of large projects and at least 10 years overall experience with minimum 6 years in the capacity of a Resident Building Services Engineer or above with CSD Coordination/Stage Facilities Coordination is considered highly preferable.

- Met the language proficiency requirements of Level 2* or above in English Language and Chinese Language in Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent.

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

Employment will be on contract basis tentatively commencing from June 2022. Please refer to the HKSAR government rules on Resident Site Staff (RSS) employment for terms and conditions of employment.

Interested parties, please send full resume giving details of qualification and experience, expected salary, date available and contact number to Human Resources Department, Rocco Design Architects Limited, 18 Whitfield Road, North Point, Hong Kong or email to careers@rocco.hk not later than 10 April 2022.

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

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ENGINEERING & TECHNOLOGY



Water Supplies Department
Contract No. 4/WSD/19
Development of Anderson Road Quarry Site – Construction of Grey Water Treatment Plant

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for Contract No. 4/WSD/19 – Development of Anderson Road Quarry Site – Construction of Grey Water Treatment Plant. The works comprise construction of a grey water treatment plant for the Anderson Road quarry site development. The construction of the plant commenced in the third quarter of 2020 for commissioning in the fourth quarter of 2023.

1. RESIDENT ENGINEER (CIVIL) (1-year contract)
(Ref: GW/RE(C)/103/2022)

(a) Candidates should be Corporate Member of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline.
(b) Experience in site safety or construction quality management system are preferable.
(c) Immediately available is preferred.

2. RESIDENT INSPECTOR OF WORKS (ELECTRICAL & MECHANICAL)
(Ref: GW/RIOW(E&M)/104/2022)

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 in an appropriate discipline; and
(a) at least 8 years' relevant post-qualification experience; or
(b) at least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

3. RESIDENT ASSISTANT INSPECTOR OF WORKS (Electrical)
(Ref: GW/RAIOW(E)/105/2022)

4. RESIDENT ASSISTANT INSPECTOR OF WORKS (Mechanical)
(Ref: GW/RAIOW(M)/106/2022)

Candidates should have a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
(a) have at least 3 years' relevant post-qualification experience; or
(b) have at least 5 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook; or
(c) have at least 3 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline 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 to 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 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)-(4).

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

The incumbents of the 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: careerhk@binnies.com
Website: <https://binnies.com>



Water Supplies Department
Agreement No. CE37/2016 (WS)
Implementation of Water Intelligent Network (WIN)

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff post for the Agreement.

Agreement No. CE37/2016 (WS) Implementation of Water Intelligent Network (WIN). The works of the project include construction of the proposed Pressure Management Area (PMA) chambers, District Metering Area (DMA) chambers, critical pressure point chambers and all associated works for the PMAs and DMAs for the fresh water distribution systems.

1. SENIOR RESIDENT ENGINEER (Ref: WIN3/SRE/136/2022)

Candidates should have (a) a Corporate Membership of the Hong Kong Institution of Engineers in Civil Engineering Discipline elected after 5 December 1975 or equivalent; and
(b) Grade E or above in English (Syllabus B) and Chinese Languages in the Hong Kong Certificate of Education or equivalent, or Level 2 or above in English and Chinese Languages in Hong Kong Diploma of Secondary Education Examination or equivalent; and
(c) at least 8 years' experience following attainment of Corporate Membership of which 4 years shall be as Resident Engineer or above in laying of water mains.

2. RESIDENT SENIOR INSPECTOR OF WORKS
(Ref: WIN3/RSIOW/137/2022)

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 or college (TI/TC) / Hong Kong Polytechnic university / polytechnic (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 with experience in laying of water mains or those listed in Section 4.5.2 of the RSS Management Handbook.

3. RESIDENT SENIOR SURVEY OFFICER (ENGINEERING)
(Ref: WIN3/RSSO(E)/138/2022)

Candidates should have a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
(a) at least 7 years' relevant post-qualification experience; or
(b) at least 7 years' relevant experience as Resident Survey Officer (Engineering) 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 to 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 the Development Bureau.

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

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) – (3).

The incumbents of the 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: careerhk@binnies.com
Website: <https://binnies.com>



Highways Department
Agreement No. CE 7/2011 (HY)
Tuen Mun - Chek Lap Kok Link – Design and Construction

AECOM Asia Company Limited invites applications for a range of Resident Site Staff position(s) for contract administration and construction supervision for Northern Connection Tunnel Buildings, Electrical and Mechanical Works, Establishment of Landscape, Provision of Remaining Compensation Tree Planting and Road Safety Enhancement and Other Works of the Tuen Mun - Chek Lap Kok Link. The works to be supervised by this team comprise tunnel buildings and associated electrical and mechanical works at the Hong Kong Boundary Crossing Facilities and Tuen Mun, planting works and establishment works, road improvement works at Lung Fu Road Roundabout, Shun Long Road, North Lantau Highway and Cheung Tung Road, and a Marine Filling Station and associated electrical and mechanical works.

Resident Architect Ref. No: RA/13184/LSM
Candidates should have:
• Membership of the Hong Kong Institute of Architects or equivalent or Registered Architect of the Architects Registration Board of Hong Kong

Assistant Resident Engineer (Mechanical) Ref. No: ARE(M)/13185/LSM
Candidates should have:
• Bachelor Degree from University or equivalent in an appropriate discipline, with formal training pre-approved by the appropriate professional institution/ institute with at least 3 years' relevant post-qualification experience; or
• Bachelor Degree from University or equivalent in an appropriate discipline with at least 5 years' relevant post-academic qualification experience in professional field and level.

*** Resident Survey Officer (Engineering) Ref. No: RSO(E)/13186/LSM**
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 / Hong Kong Polytechnic University/ Polytechnic or equivalent in an appropriate discipline.

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

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.

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

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

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

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

Confidential applications with full resume, availability and contact numbers should be sent by **25 March 2022** 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.

GENERAL



HONG KONG FIRE SERVICES DEPARTMENT

Ambulanceman/Ambulancewoman (Civil Service Vacancy)

Salary: Disciplined Services (Rank & File) Pay Scale Point 5 (HK\$23,045 per month) to Disciplined Services (Rank & File) Pay Scale Point 16 (HK\$32,830 per month)

Closing Date for Application: 24 March 2022

Tel. Enquiry: 2733 7673

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.



MARINE DEPARTMENT

Part-time Assistant Marine Supervisor (Exam) (Non-Civil Service Vacancy)

Salary: HK\$362 per hour

Closing Date for Application: 25 March 2022

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.



BUILD YOUR CAREER

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General Manager, Event and Product Development

At the Hong Kong Tourism Board, we have a passion for making people around the world fall in love with our home city. We are the Events Capital of Asia, and we proudly host a year-round calendar of world-class festivals, shows and sporting spectacles to make every visit to Hong Kong truly unforgettable.

Throughout this highly challenging period for global tourism, we have remained agile and responsive and created a succession of new events and programmes – infused with authentic cultural elements – to maintain Hong Kong’s profile, boost its ambience, and give visitors and locals alike exciting new perspectives on the timeless appeal of our city.

We are now looking for an inspired and experienced General Manager to oversee our event and product development team. Reporting to the Executive Director, you will formulate our overall events and tourism product development strategies, and lead a sizeable team in the planning and execution of events and programmes that strengthen Hong Kong’s status as one of the world’s leading tourism destinations.

You will be responsible for

- Inspiring the team to explore new opportunities, produce innovative ideas, draw on strategic partnerships, and inject new elements into existing promotions to enhance the appeal of our events and tourism product offerings.
- Leading the development of the most compelling events and tourism products to add value to Hong Kong’s status as Events Capital of Asia, and amplify the city’s tourism appeal in markets worldwide.
- Working with internal and external stakeholders to develop integrated marketing, PR, and trade plans to maximise awareness of events and products.
- Securing commercial sponsorships and identify income generation opportunities to improve the returns on all activities.
- Formulating and directing partnerships with sponsors, stakeholders, and Government departments to ensure the smooth implementation of all events and programmes.
- Effectively managing division resources, including manpower, budget, and spending to maximise the effectiveness of investment.

Job Requirements

- Excellent knowledge of event management and promotion, with a history of creating tourism product portfolios and managing large-scale events.
- A strong commercial sense and understanding of market trends and the requirements of tourism-related offerings, combined with strategic thinking to translate them into effective event and product development plans and programmes.
- A proven track record in managing a sizeable team, together with an ability to build a winning team capable of achieving dynamic results.
- Strong partnership and influencing skills to ensure effective collaboration with internal and external stakeholders.
- Experience in dealing with Government bureaux and departments and district councils, and an understanding of their dynamics with the travel trade, product providers, event organisers, and NGOs.
- Excellent communication skills in written and spoken English. Competency in Cantonese and Mandarin will be an advantage.

Application

Interested parties please send resume with present and expected salary to recruitment@hktb.com.

Personal data provided by job applicants will be used strictly in accordance with our personal data policies, a copy of which will be provided upon request. Applicants may send a request for a copy of the Personal Information Collection Statement pertaining to Job Application. Only shortlisted applicants will be contacted. All Information received will be kept in strict confidence and used only for employment-related purpose.

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URGENTLY REQUIRED

Chef, Tabla Player Singers (Male/Female)

For an Indian Restaurant

Contact: 2850 5075

Hiring 1st position “Indian Spices Mixture Specialist” and 2nd position “Halwai (Indian Confectioner)” (Job Vacancy Number: 24343)

Requirements:

- Primary 6 ,1 Year of Relevant Experience
- Working Location: JORDAN
- Working Hours: 11:00 to 15:00, and 17:00 to 22:00, 9 working hours Per Day (6 Days Per Week)
- Salary: HK\$ 17,170 Per Month

Recruitment is conducted through the Labour Department, please call: **2150 6360** for enquiry or interview arrangement.

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GOVERNMENT APPOINTMENTS



Department of Justice (Non-Civil Service Vacancies)
Vacancies for Legal Trainees
Under the Legal Trainee Scheme

Applications are invited from candidates who are permanent residents of the Hong Kong Special Administrative Region to fill Legal Trainee vacancies under the Legal Trainee Scheme (LTS) from 1 August 2023. For the purpose of this Scheme, those pursuing practical training under the Solicitor Stream are called Legal Trainees (Solicitor) and under the Barrister Stream Legal Trainees (Barrister).

Eligibility

Candidates should be -

- (a) Postgraduate Certificate in Laws (PCLL) graduates/PCLL students or potential PCLL students of the local universities who will graduate in 2023;

or

civil servants serving in the Department of Justice, the Legal Aid Department, the Legal Advisory and Conveyancing Office of the Lands Department, the Land Registry, the Companies Registry, the Intellectual Property Department, the Official Receiver’s Office and the Judiciary who hold qualifications recognised for training purposes by the Law Society of Hong Kong or the Hong Kong Bar Association;

and

- (b) have attained ‘Level 2’ or above in English Language and Chinese Language^[Notes (1) & (2)] in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Notes

- (1) For appointment purpose, ‘Grade E’ in English Language (Syllabus B) and Chinese Language in the HKCEE before 2007 is accepted administratively as comparable to ‘Level 2’ in English Language and Chinese Language in the 2007 HKCEE and henceforth.
- (2) ‘Level 1’ result or above in the Use of Chinese paper of the Common Recruitment Examination (CRE) will also be accepted as meeting the Chinese language proficiency requirement for appointment as Legal Trainee.

Duties

Legal Trainees will undergo practical training under professional guidance designed to satisfy the training requirements of the Law Society of Hong Kong or the Hong Kong Bar Association. The training period is two years for Legal Trainees (Solicitor) and one year for Legal Trainees (Barrister). Legal Trainees are not civil servants and do not occupy any posts on the establishment. They are not appointed on civil service terms of appointment and conditions of service.

Salary

Legal Trainees will receive, in the first 12 months, a monthly salary equivalent to the pay on point 27 of the Master Pay Scale (MPS), and in the second 12 months, a monthly salary equivalent to the pay on point 28 of the MPS.

The pay equivalent to point 27 of the MPS is \$55,995, and the pay equivalent to point 28 of the MPS is \$58,635 currently.

Legal Trainees are subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485).

How to apply

Candidates should submit, on or before **6:00 p.m., 30 June 2022**, duly completed application forms [G.F. 340 (Rev. 3/2013)] to the Training Registry, Personnel and Establishment Section, Department of Justice, 8/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (Re: Application for the post of Legal Trainee). **Please ensure that sufficient postage is paid if the application is sent by post.** Late applications will not be accepted. Application forms are obtainable from any Public Enquiry Service Centre of District Offices of the Home Affairs Department or from any Job Centre of the Employment Services Division of the Labour Department. The form can also be downloaded from the Civil Service Bureau’s website (<http://www.csb.gov.hk>). Candidates should specify the post title they apply for, i.e. Legal Trainee (Solicitor) or Legal Trainee (Barrister). Candidates who have no specific preference may indicate this by inserting Legal Trainee (Solicitor/Barrister) under “Title of job applied for”. Candidates under this last category may be assigned to a stream the Selection Board finds most suitable for them in accordance with their performance at the selection interview. Completed application forms should be accompanied by -

- (a) copies of documents in respect of academic and language qualifications with full details of examination results at the (i) HKDSEE/HKCEE, (ii) Bachelor of Laws (LLB) level or equivalent, (iii) International English Language Testing System (IELTS), (iv) PCLL (if available) and (v) CRE (if applicable); and
- (b) supplementary letters detailing personal interests and other relevant information.

Applicants must provide their LLB/Juris Doctor/Common Professional Examination results and local PCLL admission confirmation on or before **31 August 2022** for further processing of their applications. Applications will not be further processed if we do not receive the required documents by the deadline.

Where possible, an academic reference written by a staff member of the Faculty/School of Law should be provided and sent direct by the staff to the aforesaid address on or before **31 August 2022**.

Candidates who are selected for interview will normally receive an invitation in **September 2022**. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiries

Enquiries can be made to Executive Officer (Personnel)4 or Clerical Officer (Training) of the Department of Justice at 3902 8739 or 3902 8763.

General Note

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.

EDUCATION BUREAU

Non-Civil Service Contract Vacancy

Curriculum Development Institute

Post : Part-time Chief Project Manager (Moral, Civic and National Education)

EDB Job Code: EDB/CDI/070/22

Salary: \$693 per hour (Contract Period : 1 year) (Required to work 16 hours per week)

Duties: (a) To keep schools abreast of the latest development of the strategies in the promotion of values education and national security education through school visit; (b) To serve as speaker in secondary schools or sponsoring bodies to ensure holistic curriculum leadership of national education with an emphasis on national security education, with a view to broadening participants’ understanding and reflecting on our national identity, and enhancing the awareness of safeguarding national security; (c) To plan, implement and evaluate professional development programmes targeted at principals and teachers on national education for dissemination of good practices in whole-school curriculum planning; and (d) To perform other duties as assigned

Entry Requirements: (a) A Hong Kong bachelor’s degree, or equivalent [See Note (i)]; (b) A certificate in education from a Hong Kong tertiary educational institution, or equivalent [See Note (i)]; (c) At least 20 years’ relevant post-qualification [as specified in (a) & (b)] teaching experience or education related experience such as school support, school inspection and curriculum development, among which a candidate should have at least 5 years of experience in holding a management position experience [See Note (ii)]; (d) Good command of both English and Chinese; (e) Good organisation, communication and interpersonal skills; (f) Awareness of latest development of the curriculum, in particular, the Constitution and Basic Law education; and (g) Command rich political acumen and strong network with relevant stakeholders, such as schools, committees, local experts in the field and counterparts in the Mainland in discharging duties related to the promotion of the Constitution and Basic Law education and values education in schools.

Notes :

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

Closing date of application : 25 March 2022

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 :

Curriculum Development Institute, Education Bureau, Room 1318, 13/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong (Tel : 2892 5846)

GOVERNMENT APPOINTMENTS

Civil Service Vacancy

Water Supplies Department

Post (1) : Artisan (Mechanical)

Salary : Master Pay Scale Point 5 (\$17,675 per month) to Master Pay Scale Point 8 (\$21,340 per month)

Entry Requirements : Candidates (a) (i) should have completed a full apprenticeship or other approved course of practical training in mechanical engineering, or equivalent (Note 1); or (ii) should have at least three years' experience in mechanical engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard (Note 2); and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above).

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in mechanical engineering, or equivalent may also apply; if selected, appointment will be subject to their obtaining the requisite qualifications under item (a) (i) above by **31 October 2022**.

(Note 2) : Applicants who fail to produce the documentary proof of attaining a level of proficiency in Chinese and English languages equivalent to Primary 6 standard, such as Hong Kong Primary 6 student report or certificate on completion of Primary 6 standard (a pass in Chinese and English subjects should be shown) or equivalent recognized qualification, will be required to attend and pass a language proficiency test arranged by the department.

(All qualifications/experience required should be obtained on or before the application deadline. Qualifications/experience obtained after the application deadline will not be considered.)

Duties : An Artisan (Mechanical) is mainly deployed on installing, operating, maintaining, repairing and overhauling mechanical plant and equipment in workshops, pumping stations and water treatment works.

(Note: May be required to work in remote areas; work outside normal working hours, in irregular hours or shifts; undertake on-call, standby and emergency duties.)

Post (2) : Artisan (Electrical)

Salary : Master Pay Scale Point 5 (\$17,675 per month) to Master Pay Scale Point 8 (\$21,340 per month)

Entry Requirements : Candidates (a) (i) should have completed a full apprenticeship or other approved course of practical training in electrical engineering, or equivalent (Note 1); or (ii) should have at least three years' experience in electrical engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard (Note 2); and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above).

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in electrical engineering, or equivalent may also apply; if selected, appointment will be subject to their obtaining the requisite qualifications under item (a) (i) above by **31 October 2022**.

(Note 2) : Applicants who fail to produce the documentary proof of attaining a level of proficiency in Chinese and English languages equivalent to Primary 6 standard, such as Hong Kong Primary 6 student report or certificate on completion of Primary 6 standard (a pass in Chinese and English subjects should be shown) or equivalent recognized qualification, will be required to attend and pass a language proficiency test arranged by the department.

(All qualifications/experience required should be obtained on or before the application deadline. Qualifications/experience obtained after the application deadline will not be considered.)

Duties : An Artisan (Electrical) is mainly deployed on installing, operating, maintaining, repairing and overhauling electrical, instrumentation and building services plant and equipment in workshops, pumping stations and water treatment works.

(Note: May be required to work in remote areas; work outside normal working hours, in irregular hours or shifts; undertake on-call, standby and emergency duties.)

Post (1) To (2)

(Remarks : For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will be taken into account only if two candidates are considered equal in all other aspects.)

Terms of Appointment : A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

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>).

Completed application forms together with photocopies of supporting documents of the entry requirement (a) and (b) submitted in person or by post should reach the below contact address. Please specify **“For Application of Post Title”** on the envelope. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. **Mail items bearing insufficient postage will not be delivered to this Department** and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

On-line application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Candidates who apply on-line should submit copies of the required supporting documents by hand or by post to the below contact address on or before 1 April 2022. The on-line application number should be quoted on the envelope and on every page of the copies of the supporting documents.

If applications are late, incomplete, not made in the prescribed form, submitted by fax or email or you fail to provide copies of the required supporting documents or the required supporting documents are received after the above specified dates or are insufficient, such applications will NOT be considered.

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

Contact Address and Enquiry Telephone : Recruitment Unit, Water Supplies Department, 48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Tel: 2294 2682

Closing Date for Application : 25 March 2022

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) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (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) The information on the maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (h) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (i) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above contact address.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (k) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

EDUCATION BUREAU

Non-Civil Service Contract Vacancy

Curriculum Support Division

Post : Curriculum Officer [School-based Curriculum Development (Primary)/English Language]

EDB Job Code: EDB/CSD/073/22

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

Duties: (a) To formulate and render on-site school-based professional support services to primary schools in respect of school-based curriculum development in English Language, e-learning, values education, Reading across the Curriculum, self-directed learning, and catering for learner diversity as and when appropriate; (b) To develop effective learning, teaching and assessment strategies and curriculum resources for enhancing student learning; (c) To develop and enhance the professional capacity of curriculum leaders and to organise professional development activities for school personnel to facilitate school-based curriculum development; (d) To disseminate effective practices of schools in developing school-based curriculum and support services; (e) To facilitate the conceptualisation of evidence-informed practices to generate contextual knowledge in school-based curriculum planning, learning, teaching and assessment; (f) To assist in administrative duties of the Section; and (g) To perform any other duties as assigned.

Entry Requirements: (a) A Hong Kong bachelor's degree majoring in English Language, or equivalent [See Note (iii)]; (b) A certificate in education from a Hong Kong tertiary education institution, or equivalent; [See Note(iv)]; (c) Met the language proficiency requirements of 'Level 2' in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [See Note (v)]; (d) At least 6 years' relevant post-qualification experience in teaching and/or curriculum development in primary/secondary schools [See Note(vi)]; (e) Obtained a pass result in the Basic Law Test in a civil service recruitment exercise conducted by the Civil Service Bureau or a Basic Law Test administered by the Education Bureau [See Note(vii)]; (f) Preference will be given to candidates who have (1) a Hong Kong higher degree in English Language or equivalent; (2) knowledge of current trends in English Language education in both and international settings; (3) proven leadership, excellent communication, interpersonal and presentation skills; and (4) good knowledge of the local education systems and the recent curriculum initiatives; and (g) Candidates may be required to take a written test on the day of selection interview.

Notes :

- (i) The application period for the post of Curriculum Officer [School-based Curriculum Development (Primary)/English Language is from 18 March 2022 (Friday) to 1 April 2022 (Friday).
- (ii) For general awareness, a locally-accredited Hong Kong bachelor's degree is at Level 5 under the Hong Kong Qualifications Framework (HKQF). While there are other qualifications under HKQF Level 5, for the purpose of this recruitment exercise, only bachelor's degree in the relevant subjects is acceptable. Further information on HKQF may be accessed on HKQF's website (www.hkqf.gov.hk) or by phone (3793 3955).
- (iii) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
- (iv) Candidates who possess an overseas bachelor's degree in English Language and/ or equivalent, and/or a certificate in education from an overseas tertiary educational institution or equivalent should attach a copy of the certificate of each overseas academic qualification.
- (v) Candidates' results in the Use of Chinese (UC) and Use of English (UE) papers of 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 'C' or above in English Language of the General Certificate of Education (Advanced Level) (GCE A 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 are considered as having met the English language proficiency requirement of the Curriculum Officer post. The IELTS test result must be valid on any date during the application period.
- (vi) Candidates should state the nature and relevancy of the post-qualification experience.
- (vii) All applicants for Curriculum Officer jobs in the Education Bureau will be assessed on their Basic Law knowledge. A pass result in the Basic Law Test is an entry requirement for Curriculum Officer jobs in the Education Bureau. Only those candidates who have passed the Basic Law Test will be considered for appointment. Candidates who have sat for a Basic Law Test (Degree/Professional Grades) in a civil service recruitment exercise conducted by the Civil Service Bureau or a Basic Law Test administered by the Education Bureau and attained a score at or above 53 out of the full mark of 100 (i.e. getting at least 8 out of 15 questions correct) will be deemed to have met the relevant requirement. The Basic Law Test result will also constitute an appropriate weighting in a candidate's overall assessment.

Closing date of application : 1 April 2022

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 :

Curriculum Support Division, Education Bureau, Room 1222, 12/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel : 2892 6509)



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

Part-time Teaching Advisor (Ref: TA-3/22)

Major Responsibilities:

- To advise on the online Class Visit arrangement and perform trial run for online Class Visit(s);
- to conduct online / onsite Class Visit(s) and share experience with trainers. Each Teaching Advisor will conduct around 2 Visits per month and each Visit would last for 2 to 3 hours;
- to prepare Class Visit reports and corresponding documents as requested by the Executive Office of ERB;
- to provide training to stakeholders; and
- to attend meetings as the representative of ERB, if necessary.

Entry Requirements:

- Recognized Bachelor's degree;
- post Bachelor's degree qualification relevant to education / training, e.g. Certification in Education or Diploma in Education;
- at least 7 years work experience in education / training field, and practical experience in online teaching, class inspection, teaching evaluation or other professional work; and
- good communication skill and proficiency in Chinese and English.

Remuneration and Terms:

ERB is an equal opportunity employer. The successful candidates will be appointed initially on contract terms, and subject to renewal by mutual agreement.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<http://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **31 March 2022**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.

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GOVERNMENT APPOINTMENTS

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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.

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

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

Manager (Information Technology) – Digitalisation Programme

Key Responsibilities


- Implement advanced technological solutions for digital transformation of the HKMA
- Hands-on technical leader of a development team; manage and liaise with IT vendors to ensure delivery on track
- Design application architecture and enable architecture-based development
- Collect and analyse the requirement on application user experience, web portal and channel integration
- Manage digitalisation projects, collaborate with users, identify user requirements, and provide application and system support

Requirements

- University degree in computer science, software engineering or related fields
- At least three years of software development experience, and familiar with agile development practice
- Sound knowledge of various technologies such as microservices, API, CI/CD Pipeline, DevSecOps tools, and open source frameworks
- Experience in project management and have proven record on project delivery
- Good leadership and team management skills; self-motivated, creative and with proven track record in developing and driving firm-wide initiatives
- Good command of both written and spoken English and Chinese

Closing Date for Application: **26 March 2022.**

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



HONG KONG MONETARY AUTHORITY

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

Senior Systems Analyst (Information Technology) – Platform Engineer

Key Responsibilities

- Implement and maintain on-premises web-based collaboration platform and record management system
- Work closely with project team on driving user adoption of the tools across the organisation
- Provide technical support on system integration and mobile enabled access
- Manage external service providers on system implementation projects
- Assist in implementing IT security controls and best practices with conformance to audit requirements
- Supervise system upgrade, patch management, system backup and disaster recovery operations

Requirements

- University degree in information technology, computer engineering or related fields
- At least 3 years of experience in the implementation, system administration, technical and user support of SharePoint
- Hands-on experience in SQL Server, Windows Active Directory and ADFS
- Possess SharePoint and Opentext-related certification an advantage
- Good knowledge of IT security and attack prevention techniques
- Show initiatives, good analytical and problem-solving skills
- A good team player with good interpersonal, communication and writing 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 2 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

Analyst Programmer (Application Support)

Key Responsibilities

- Participate in the development, maintenance and support of Human Resource Management System and in-house applications
- Provide first level support and troubleshooting of in-house systems
- Resolve application functionality-related issues
- Assist in collecting user requirements and functional specifications
- Perform and co-ordinate user acceptance test for application systems
- Administrate Microsoft Windows servers, Linux servers and VMware environments


Requirements

- University degree in information technology or related fields
- At least 1 year of work experience in a programmer role on application system development and support
- Programming experience in PeopleSoft HCM, PeopleSoft Application Designer, Oracle Database and BI Publisher an advantage
- Experience in PHP, VB.NET, and Oracle Forms and Reports
- Hands-on experience in administering Windows, Red Hat Linux and VMware servers
- Knowledge of OpenText or other information management systems
- Good command of English and Chinese
- Good interpersonal and communication skills

Closing Date for Application: **2 April 2022.**

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

GENERAL



THE SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidates to fill up of the following posts on contract basis, which is renewable subject to the prevailing conditions.

Post 1: Manager of Hong Kong Athletes Career & Education Programme Office (Ref. M(HKACEPI))

The M(HKACEPI) will be responsible for

- the development and budgeting of the Programme and implementation of all HKACEP existing supporting items including new items and the overall supervision;
- implementation, execution and management of the Programmes, including the “Retired Athletes Transformation Programme” by HAB, Olympism education, internship programme, life skills training programme, re-training programme and Sports Legacy Scheme;
- liaison with various stakeholders; and
- marketing, publicity, reporting and research of the Programmes.

Applicants should have:

- a recognized University degree or Post-secondary qualifications with Sports / Physical Education / Recreation / BBA / Counselling / Social Work as one of the subjects studied preferable;
- a minimum of 10 years’ solid experience in the field of sports with at least 5 years in management level, preferably with experience in Secretariat work;
- conversant with latest local and international sports development;
- strong networking with athletes, coaches, NSAs, HKSI, education institution, universities, charity foundations, commercial sectors and IOC TOP partners;
- devotion to athlete’s development and willing to work for irregular hours;
- to be a team player with excellent interpersonal and presentation skills;
- to work independently and willing to accept new challenge; and
- excellent command of English, Chinese and Putonghua.

Post 2: Deputy Manager (Marketing & Community Relations) [Ref. DM(MCRU)]

The DM(MCR) will mainly be responsible to:

- develop and oversee the program to implement the PR strategy of the Federation;
- supervise the delivery of the programme under the Team;
- seek collaboration opportunities with potential partners and sponsors;
- liaise and provide PR support to organizations under co-operation agreements (especially for multi-sports Games and local events) at working level;
- keep close connection with the Community and provide support in community promotion;
- keep effective linkage with the Media and NSA PR Team; and
- oversee the publishing of Olympic Voice and Annual Report of the Federation.

Applicants should have:

- a recognized university degree majoring in Marketing / Communication;
- six years of solid experience in marketing / event management in a reputable organization;
- excellent command of written and spoken Chinese and English; and
- strong communication and interpersonal skills.

All short-listed applicants of the above posts will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to his background and work experience. Suitable candidates may be offered other post at similar/ lower ranking in various division of the Federation.

Remuneration

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

Application

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong or by email at hr@hkolympic.org on or before 11 April 2022. Please mark [Ref.] in the letter.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.



BUILDINGS DEPARTMENT

Technical Officer (Structural) (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:
1 April 2022

Tel. Enquiry: 3842 3184 / 3842 3083

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.



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Senior Artisan (Civil Service Vacancy)

Salary: Master Pay Scale Point 8 (HK\$21,340 per month) to Master Pay Scale Point 10 (HK\$24,070 per month)

Closing Date for Application: 25 March 2022

Tel. Enquiry: 2150 6687

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.



CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT

Contract Project Team Leader (Non-Civil Service Vacancy)

Salary: HK \$126,220 per month

Closing Date for Application: 1 April 2022

Tel. Enquiry: 3758 3418 / 2762 5119

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



HONG KONG MONETARY AUTHORITY

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

Manager (Banking Supervision)

Key Responsibilities

- Supervision of authorized institutions (AIs) by playing an active role in the surveillance of AIs’ financial and operating conditions, assessments of AIs’ risk governance, and/or examinations and reviews of AIs’ risk management systems including those for managing credit, market, liquidity and operational risks

Requirements

- University degree in banking, accountancy, finance, risk management or related fields
- At least 3 years of experience in banking, risk management or auditing field
- Qualifications from relevant professional bodies in banking, accountancy, finance, risk management or related fields an advantage
- Good knowledge of financial markets and regulatory framework
- Well-developed analytical, interpersonal and communication skills
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

(Candidates with less experience may be considered for the offer of appointment at Assistant Manager level.)

Assistant Manager (Banking) (Monthly fixed pay from around \$30,000 plus performance-based variable pay)

Key Responsibilities

- Responsible for supervising authorized institutions; participating in on-site examinations and analysing financial and operating conditions of the institutions

Requirements

- University degree in banking, accountancy, finance or related fields
- Qualifications from relevant professional bodies in banking, accountancy, finance or related fields an advantage
- Experience in banking, securities operations or auditing field preferable
- Well-developed interpersonal and communications skills
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

(Current final-year students with strong academic standing are welcome to apply. If selected, their appointments will be subject to the production of proof of the required academic qualification.)

Closing Date for Application: **2 April 2022.**

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



社會福利署
Social Welfare Department

Social Work Assistant (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: 24 March 2022

Tel. Enquiry: 2574 4273

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

SOCIAL SERVICES

International Social Service Hong Kong Branch

Invites applications for the following posts

Post (A) : Contract Human Resources Officer (Wanchai Head Office)

Duties: (a) Responsible for a full spectrum of HR functions and duties including recruitment, payroll administration, compensation and benefits and training and development programme, etc. (b) Daily administration of "MRC" HR system. (c) Provide professional human resources services to management and staff.

Requirements: (a) University degree in Human Resources Management or related disciplines. (b) A minimum of 2 years relevant work experience, preferably in sizable organizations. (c) Well versed in HK Labour Laws and related regulations. (d) Good command of spoken and written English and Chinese. (e) Details-oriented, organized, self-motivated and a team player with creativity and problem solving skills and good interpersonal/communication skills. (f) Computer literacy in Word, Excel, Chinese word processing. (g) Immediate availability preferred.

Post (B) : Contract Finance Officers (Wanchai Head Office) (Ref. No.: HOFO/202203)

Duties: (a) Prepare financial statements and budget; review accounting entries as well as various account reconciliations. (b) Conduct test of control of financial and payment cycles. (c) Support day-to-day operations including payments process, prepare vouchers and accounts maintenance. (d) Coordination with staff at all levels, able to meet tight deadline.

Requirements: (a) Recognized degree in Accountancy. (b) Student member of HKICPA or other professional accountancy bodies (semi-qualified accountant or above). (c) Minimum 3 years' experience in the accounting, auditing and NGOs working experience preferred. (d) Working knowledge of SUN accounting system. (e) Good spoken and written English and Chinese. (f) Good organizational and interpersonal skills.

Post (C) : Contract Accounts Clerks (Wanchai Head Office) (Ref. No.: HOAC/202203)

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.

Administering and Delivery of Assistance for Non-refoulement Claimants

Post (D) 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 (E) 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 (F) 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 (E) and (F): (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 (G) IT Developer and Programmer

Duties: (a) Implement systems and test programming for in-house software programs. (b) Assist in operation and maintenance of systems and application. (c) Troubleshoot system bugs and issues. (d) Respond immediately to technical support requests from staff. (e) Conduct end-user training upon completion of software.

Requirements: (a) Bachelor's Degree in Computer Science, Computer Programming or related field. (b) At least 2 years' software development experience in PHP Programming and MySQL database. (c) Javascript, HTML and CSS experience preferred. (d) Knowledge in Linux (Ubuntu) environment is a distinct advantage. (e) Ability to focus on multiple projects and to troubleshoot problems quickly.

Post (H) Accounts Clerk (Finance Unit)

Duties: (a) Process cash payments transaction with services users at the counter. (b) Responsible for data entry into the system and reports preparation.

Requirements: (a) Completed Form 5 or equivalent. (b) Good proficiency in using Excel functions (pivot tables, vlookup, etc). (c) At least 1 year experience in accounting. (d) Knowledge with LCC elementary level preferred. (e) Strong sense of responsibility and accuracy. (f) Good customer service skills and attentive to details.

Post (I) 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. (e) Willing to work in shift duty, weekend and holiday shifts.

Post (J) Project Assistant (Shelter Service)

Duties: (a) Provide administrative and logistics supports 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. (g) Willing to work in shift duty, weekend and holiday shifts.

Post (K) Family Aide Worker (Shelter Service)

Duties: (a) Assist in providing physical and basic care to children. (b) Escort service users to school, medical consultations/check-ups or other functions as arranged. (c) Exercise proper control and discipline over the children. (d) Keep and maintain proper shelter record. (e) Collect information and materials from school, medical professionals, office, and/or other relevant parties as assigned. (f) Perform assigned household duties and assist in urgent duties in the shelter as the need arise. (g) Regular working hours from Monday to Friday (5-day work per week).

Requirements of Post (I) to (K): (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) Possess knowledge of basic child care and feeding, as well as an understanding of infant and child development. (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.

Other requirements for the posts (D) to (K): (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 (D) to (K) will be on contract basis.**

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

Post (L) : Contract Project Officer

Duties: (a) Plan and design the programmes and activities for ethnic minorities. (b) Coordinate and organize class schedules, outside activities and programmes. (c) Recruit, supervise and evaluate the participants, resource persons and volunteers.

Requirements: (a) Form 5 graduate or equivalent. (b) 2 years work experience in the development and organization of course design and training programme, or supervising a programme, activity or services for ethnic minorities. (c) Good command of oral and written English and/or Chinese, fluency in at least one minority language is a distinct advantage. (d) Computer literate. (e) Experience working in a cross-cultural working environment with flexibility to handle diverse groups. (f) 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 : isshk@isshk.org or by post at 6/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 26 March 2022. 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.

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:

Support to Ethnic Elderly (SEE) Project

(1) Programme Worker

Responsibilities:

- Provide direct services to the elderly of the Project.
- Assist in networking with potential service users and other stakeholders.
- Provide interpretation and translation support of the Project.
- Responsible for handling clerical duties of the Project.

Requirements:

- Completed Secondary School.
- Associate degree or diploma holder is preferable.
- Having working experience in ethnic minority/ elderly/ social services is an advantage.
- Fluent in spoken and written English and able to speak in Cantonese.
- Fluent in spoken Punjabi or/ and Urdu.
- Able to write Punjabi or/ and Urdu.
- Computer literate with knowledge in MS word, Excel, Power Point.

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

(2) Team Leader (Interpreter/ Translator)

Responsibilities:

- To monitor the operation of interpretation & translation service.
- To design, develop, implement training and quality assurance mechanism for the interpretation & translation service.
- To supervise the team of interpreters/ translators.

Requirements:

- Holder of bachelor degree in Translation or equivalent or above.
- Relevant working experiences in interpretation/ translation service at least 4 years.
- Relevant working experiences in administration and supervisory post will be an advantage.
- Relevant working experiences in training of interpreters and translators is preferable.
- Relevant working experiences in ethnic minority services/social services is preferred.
- Fluent in reading, writing, speaking and listening English.
- Computer literate with knowledge in MS Word.
- Good communication and customer service skills.
- Mature and able to work independently.
- Enthusiastic in serving ethnic minorities.
- 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

Post (1): Miss LAU, Project Leader, Support to Ethnic Elderly (SEE) Project, Hong Kong Christian Service, G/F, Un Ngai House, Un Chau Estate, Cheung Sha Wan, Kowloon, Hong Kong by March 31, 2022.

Post (2): 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.

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.

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

Resident Consultant in Emergency Medicine

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in 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

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
- Participate in night calls
- Fluency in Cantonese and English

Resident Consultant in Urology

- Medical qualification registrable in Hong Kong
- Fellowship of Hong Kong Academy of Medicine
- Specialist registration in Urology
- Minimum 6 years of post graduation relevant clinical service
- Fluency in Cantonese and English



香港浸信會醫院日間醫療中心
HKBH Ambulatory Medical Centre

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
- Provide clinical services in Medical Imaging Centre at Ngau Tau Kok from 9 am to 6 pm on weekdays, from 9 am to 1 pm on Saturdays and no night call
- 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 2 April 2022.

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



香港浸信會醫院
Hong Kong Baptist Hospital

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

Senior Nursing Officer

- Master degree in Nursing or related discipline
- Registered Nurse (Nursing Council of Hong Kong) with valid practising certificate
- Over 15 years of continuous post registration clinical working experience with at least 8 years in management capacity
- Experience in planning, implementing and developing clinical services, quality and risk management projects is required
- Experience in accreditation, information technology and private hospital is preferable
- Provide day-to-day clinical supervision and professional advice to nursing staff
- Strong leadership qualities with highest level of integrity
- Excellent problem solving, interpersonal and communication skills
- Proficient in both written and spoken Chinese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon, by email to hr@hkbh.org.hk or by fax to 2339 5769 on or before 26 March 2022.

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



Hong Kong Tuberculosis, Chest and Heart Diseases Association

Freni Care and Attention Home with 290 beds is run by the Association, with the mission of providing senior citizens with comfortable accommodation and holistic care so that they can achieve the best possible state of health and a prosperity in old age.

Superintendent

Requirements:

- Registered Social Worker with a valid registration certificate
- Preferably 8 years post-qualification working experience, in which 5 years at Assistant Social Work Officer grade
- Working experience in care and attention home is preferred
- Strong management and leadership skills
- Excellent command of written and spoken English and Chinese

Job Highlights:

- Direct day-to-day management of the care and attention home
- Formulate and implement strategic plans to the development of care and attention home
- Report to the Management Committee and the Board of Directors

Interested parties please send full resume, expected salary and names of two referees to the Hong Kong Tuberculosis, Chest and Heart Diseases Association, 2/F., Leo Lee Building, 266 Queen's Road East, Wan Chai, Hong Kong or info@antib.org.hk on or before 15 April 2022.

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

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