

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

We are currently recruiting the following position to join the Authority.

## Chief Audit Executive (Ref: R4109)

Reporting to CEO and Audit Committee of the WKCD Board, the job holder shall:

- Be accountable for managing the overall internal audit function and process effectively for the West Kowloon Cultural District Authority (Authority) including managing risk assessment, planning audit engagements, identifying risk areas, compliance issues, controls and governance process.
- Lead a small audit team and be responsible for conducting regular audits of internal controls and processes, providing advice and recommendations to evaluate the effectiveness of internal controls and making recommendations to Executive Team to increase efficiency and effectiveness of the control systems of all functions in the Authority so as to improve compliance.
- Develop policies and procedures to strengthen internal control and perform special investigations as requested by the Chairman of the Board and/or Chairman of Audit Committee as and when necessary. Furthermore, he/she shall work with all levels of management and employees within the Authority to promote good business practices and corporate governance.

### Accountabilities:

- Provide support to the Executive Team by developing audit and compliance strategy in line with the Authority's overall strategy and objectives;
  - Meet regularly with Chief Executive Officer and Division Heads/Department Heads to discuss needs and propose audits plan and ensure the plan is developed to meet the Audit Committee and the Board's expectation;
  - Plan and conduct regular audits to assess controls, operational efficiencies and compliance with relevant policies, procedures and regulations;
  - Ensure work papers are adequately documented and audit evidence is sufficient and prepare accurate audit reports;
  - Coordinate with External Auditors for updating on internal audit status, findings and facilitate their independent conduct of audit;
  - Research and keep abreast of legislative issues, new audit regulations/trends and audit methodology and corporate governance practices;
  - Report to the Audit Committee at the required intervals on Internal Audit assignments including planned reviews, investigation, risk advisory work and any other ad-hoc activity as required;
  - Oversee and provide quality control for internal audits;
  - Manage and oversee team performance through performance planning, coaching and performance review;
- Manage the departmental resources as required and to ensure the department budget is balanced and the right mix of skills and strengths within the department are being leveraged as effectively as possible;
  - Build relationships with senior executives across the organisation to understand issues and identify areas for improvement for the organisation as a whole;
  - Develop new methodologies to improve the audit process, making it "easier" for the organisation to request audits and implement recommendations; and
  - Any other duties as are within the scope and the purpose of the job, the title of the post as requested by the Chief Executive Officer and the Chairman of the Board and Audit Committee.

### Requirement:

- University degree in Finance, Legal, Accounting or equivalent.
- Member of relevant professional institutions such as CIA, CPA or CMA.
- At least 15 years in finance, accounting, auditing or equivalent with recent substantial experience in major infrastructure projects, or in a group setting with multiple business lines of which at least 5 years as leader of audit team.
- Solid experience in developing and implementing internal control system and relevant experience in public bodies is strongly desired.

The ideal candidate should have:

- Possess good people skills and strong verbal and written communication skills.
- Must have strong analytical and problem resolution skills to ensure regulatory compliances and good corporate governance are met.
- Possess excellent planning and organisation skills and is proficient in information technology usage in audit.
- Good knowledge of business environment and be able to provide recommended improvements to achieve a satisfactory controls environment.
- High leadership qualities.

For interested parties, please submit your application letter on or before 24 February 2023 along with your CV outlining your suitability for the role, expected salary and earliest availability. Applicants are encouraged to submit their applications as soon as possible via WKCD-CAE@egonzehnder.com.

Applications will be considered until the post is filled.

For more information, please visit <https://www.westkowloon.hk/en> or contact Victor Chan of Egon Zehnder at +852 2918 7630.

Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep confidence of all personal data in not less than the standards applicable to us. Applicants not being invited for interview within 4 weeks from the submission date may assume their applications unsuccessful.

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



## Hong Kong Note Printing Limited

A well-established printing company in Tai Po invites high caliber applicants for the following post:

### Chief Administrative Manager

#### Job Responsibilities

- Oversee a team of experienced and professional staff to manage the daily operations of various functions including Human Resources, Administration, Finance, Procurement, Integrated Management System, and Information System.
- Drive strategic development and continuous enhancement of operational policies and procedures to ensure operational efficiency across relevant departments and full compliance with both legal and professional standards.
- Develop departmental goals and targets in accordance with approved budget and KPIs as defined by the Board, and actively mobilise resources to meet the established departmental goals and targets.
- As a member of the core management team, support the General Manager and Deputy General Manager in providing comprehensive reporting of the Company's status and affairs to the Board of Directors in a timely manner.
- Perform ad-hoc duties and projects as assigned by the senior or the Board of Directors.

#### Job Requirements

- Degree holder in related disciplines.
- Minimum 15 years of relevant working experience with not less than 7 years in managerial position with demonstrated experience in supervising multiple teams covering different functions.
- Highly self-motivated and resilient under pressure, able to work under tight deadline.
- Mature personality with integrity and strong leadership, communication and interpersonal skills, capable of maintaining effective and professional relationship with both internal and external parties.
- Excellent command of both English and Chinese. Fluency in Putonghua an advantage.
- Competency in Microsoft Office and some knowledge in IT infrastructure and business applications commonly adopted in manufacturing environment.

### Manager (Administration & Procurement)

#### Job Responsibilities

- Manage a team of experienced staff in performing full spectrum of daily office administration, procurement and IT functions.
- Oversee I.T. system planning, management, controls, security and disaster recovery site operation.
- Ensure the office automation system and application programs are maintained and operated smoothly.
- Responsible for managing the entire tendering process including preparation of tender documents and consolidation of tender received to ensure compliance with company policies and meeting predetermined deadlines.
- Liaise with local and overseas suppliers for quotation of product(s) and/or service(s) specified in quotation requisition or by user department(s).
- Monitor and update suppliers' database including but not limited to supplier assessment and evaluation.
- Advise user departments on procurement procedures to ensure compliance with company policies, and closely monitor procurement process from preparation, sample request to delivery of product(s) and/or service(s).
- Liaise with contractors and vendors to ensure quality services are provided including but not limited to staff canteen, shuttle bus, telecommunication, cleaning and sanitisation services.
- Assist in the review of related company policies and procedures.
- Perform ad hoc projects / tasks as and when required.

#### Job Requirements

- Degree holder in Business Management / Information Technology / Computer Science or relevant disciplines.
- Minimum 8 years of relevant working experience with not less than 5 years' Managerial or supervisory experience
- Hands-on experience in materials sourcing & ordering, vendor evaluation & selection practice, and managing IT functions
- Mature personality with strong leadership, communication and interpersonal skills.
- Good team worker.
- Good command of both English and Chinese. Fluency in Putonghua will be an advantage.
- Competency in Microsoft Office

We offer competitive remuneration package, including salary, bonuses, medical and life insurance, free lunch and transportation etc. Interested parties, please send full resume, including present and expected salary, to **Personnel & Administration Manager, 2-4 Dai Shing Street, Tai Po Industrial Estate, Tai Po, N.T.** or apply through email to [recruitment@hknp.com.hk](mailto:recruitment@hknp.com.hk).

(Personal data collected would be used for recruitment purpose only)

### Production Manager

#### Job Responsibilities

- Assist Chief Production Manager in managing daily production operation, ensuring the quantity and quality of product throughout the production process.
- Prepare and control departmental budget.
- Prepare practical production schedule and manufacturing programmes.
- Mobilise the production team in meeting the established production schedule and manufacturing programmes in an effective and efficient manner.
- Assist Chief Production Manager in developing and implementing concrete plans for succession in production team and training of new recruit.
- Liaise with internal and external parties regarding quality of incoming materials, product-in-progress, finished product and production management.
- Drive continuous improvement in production operation and controlling system to optimise usage of raw material and human resources.
- Deliver solid operational performance in safe and quality manners by executing against ISO9001, ISO14001, and ISO45001 standards and program.

#### Job Requirements

- Bachelor Degree holder in Manufacturing or related discipline
- Have at least 8 years of working experience in the related industries with not less than 5 years in management level
- Hand-on experience in production scheduling and manufacturing planning
- Should possess strong integrity and high ethical standards
- Have strong communication, management and leadership skills
- Proficiency in computing skill, e.g. Microsoft Office, Epicor etc.
- Good command of both written and spoken English and Chinese
- Shift duty is required

(Candidate with less qualification or experience will also be considered)

### Assistant Manager (Engineering)

#### Job Responsibilities

- Report to Engineering Manager
- Ensure all mechanical and electrical equipment are properly operated and maintained.
- Ensure all new and modified installations are working efficiently and safely.
- Record and report all machines breakdown, and arrange for repair and maintenance.
- To upkeep all machinery in good condition with practical preventive and corrective maintenance services
- Liaise work arrangement and monitor work performance of the services and work contractors.
- Review and monitor stock level of machine spare parts in the engineering store.
- Assist in any other ad hoc project of the Department.

#### Job Requirements

- Degree holder in Mechanical/Electrical/Manufacturing Engineering or related disciplines
- With 5 years relevant working experience and 3 years in supervisor level
- Strong at coordinating and supervisory skills
- Experience in paper product/printing industry is an advantage
- Self-motivated and able to work independently
- Good command of spoken and written English and Chinese.
- Knowledge of Putonghua is an advantage
- Good in computer applications (Words & Excel)
- Good communication, interpersonal and analytical skills



Consulting Engineers • Planners • Managers

## CEDD Contract No. GE/2022/23 Revitalization of Lin Ma Hang Lead Mine Caves

Meinhardt Infrastructure and Environment Limited has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department (CEDD) for the investigation, design and construction of Revitalization of Lin Ma Hang Lead Mine Caves under this Contract (CEDD Contract No. GE/2022/23) aiming to enhance the overall stability of the Caverns and to convert the Caverns ready for public visit. Enhancement works include rock stabilization works for rock slope and rock cavern, drainage works and fencing works for shafts etc. This Contract is anticipated to commence in April 2023 and complete by July 2024.

Under this 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 (Ref.: 91741/RE)

#### Minimum Qualification and Experience:

- Corporate Membership of the Hong Kong Institution of Engineers or equivalent in Civil or Geotechnical discipline with relevant experience.

### Resident Assistant Inspector of Works (Ref.: 91741/RAIOW)

#### Minimum Qualification and Experience:

- Diploma or High 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; and
- A minimum 3 years' relevant post-qualification experience; or
- A minimum 5 years' relevant experience inclusive of 1 year 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
- A minimum 3 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor Class 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 II (Ref.: 91741/RWSII)

#### Minimum Qualification and Experience:

- 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; or
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- Five years' experience as a skilled worker in appropriate discipline.

### Resident Assistant Clerical Officer (Labour Relations) (Ref.: 91741/RACOLR)

#### Minimum Qualification and Experience:

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

#### Term of Appointment:

The duration of appointment of the above posts is anticipated to be about 16 months. Successful candidate 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 Meinhardt Infrastructure and Environment Limited, 10/F Genesis, 33-35 Wong Chuk Hang Road, Hong Kong, for the attention of the Head of Human Resources or Email to [recruitment@meinhardt.com.hk](mailto:recruitment@meinhardt.com.hk) on or before 24 February 2023.

Acknowledgement of receiving applications will be sent to applicants within 7 working days upon receiving applications. If acknowledgement is not received within the said time frame, please contact our Human Resources Department at 2859-5255.

Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from their date of application. Those who are not invited for interview may assume their application has been unsuccessful. Data collected will be used for recruitment purpose only.



## Drainage Services Department Contract No. DC/2018/03 Expansion of Sha Tau Kok Sewage Treatment Works Phase 1 and Village Sewerage in Tong To

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. DC/2018/03 – Expansion of Sha Tau Kok Sewage Treatment Works - Phase 1 and Village Sewerage in Tong To. The works comprise the reconstruction of the existing Sha Tau Kok Sewage Treatment Works (STKSTW) to increase its capacity to 5,000 cubic metres (m3) per day and provide allowance to facilitate a further increase to 10,000 m3 per day in the future; the construction of approximately 1.7 kilometres (km) of submarine outfall with diameter of 450 millimetres (mm) for the disposal of treated effluent from STKSTW; the demolition of an existing sewage pumping station and the decommissioning of approximately 500 metres of twin rising mains with 200 mm diameter and an existing submarine outfall with 250 mm diameter; the construction of approximately 1.52 km gravity sewers with diameters ranging from 250 mm to 450 mm in Sha Tau Kok town and Tong To; and ancillary works. The contract has started in fourth quarter of 2018 for completion in the first quarter of 2025.

## RESIDENT WORKS SUPERVISOR II (ELECTRICAL & MECHANICAL) (Ref: STK/RWSII(E&M)/083/2023)

- (a) Candidates should have (a) 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 or College (TI/TC) / Hong Kong Polytechnic University / Polytechnic (Poly) or equivalent in an appropriate discipline; or
- (b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or
- (c) successfully completed a recognized craft apprenticeship with at least 2 years' experience as a skilled worker in appropriate discipline; or
- (d) at least 5 years' experience as a skilled worker in appropriate discipline.

#### Remarks:

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

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for the above position.

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

The incumbents of the position 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](mailto:careerhk@binnies.com)  
Website: <https://binnies.com/>**

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

**Laboratory Animal Services Centre**

**(I) Veterinarian I / II** (Ref. 2300008T) (Closing date: March 2, 2023)

We are looking for positive individuals who aspire to work in the stimulating field of laboratory animal science and gain unique skills in a multidisciplinary environment.

The appointee will work as part of a small but dynamic veterinary team in the Laboratory Animal Services Centre (LASEC) at The Chinese University of Hong Kong (CUHK) in Shatin and its satellite facilities in Hong Kong. He/She will be responsible for (a) administering an animal care and using programme that is consistent with AAALAC standards; (b) working closely with animal care staff to ensure appropriate housing, breeding practices and objectives are provided to animals; (c) liaising with researchers who use animals in research, and ensuring humane treatment of animals in accordance with applicable laws, regulations and guidelines; (d) providing instructions, trainings, and anaesthesia support to researchers; (e) participating in the development and implementation of LASEC policies, and supporting the animal care programme (e.g. SOP development and implementation, progression to AAALAC accreditation); and (f) providing emergency coverage for the care of animals as needed.

Applicants should have/be (i) a registered Veterinary Surgeon in Hong Kong; (ii) a valid Practising Certificate issued by the Hong Kong Veterinary Surgeons Board; (iii) an interest in animal welfare and ethics, and biomedical research; and (iv) excellent communication and organisational skills. Having 2 years' post-registration work experience at an appropriate level is preferred. Having good knowledge of and solid experience in laboratory animal medicine is advantageous but not essential. Applicants who possess 5 years' post-qualification relevant work experience at an appropriate level may be considered for appointment as Veterinarian I.

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

**(2) Executive Officer II** (Ref. 2300008H) (Closing date: February 14, 2023)

Reporting to the Director, the appointee will be responsible for (a) handling personnel administration; (b) assisting with budget planning and project management; (c) formulating and implementing policies and procedures in aspects of financial and internal control; (d) office management and administration; and (e) performing other duties as assigned.

Applicants should have (i) a relevant Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeg>; (iii) at least 5 years' post-qualification executive experience; (iv) an excellent command of both written and spoken English and Chinese; (v) excellent problem-solving, organisational, communication and interpersonal skills; (vi) the ability to work independently and meet tight deadlines; and (vii) proficient computer skills. Shortlisted candidates will be invited to sit for a written test.

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

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

**(3) Technician** (Ref. 2300008I) (Closing date: March 2, 2023)

The appointee will work at The Chinese University of Hong Kong (CUHK) in Shatin, and will (a) provide firstline direct supervision of laboratory animal care personnel; (b) provide husbandry of animals in barrier/non-barrier areas of the Centre; (c) prepare schedules for work assignments, animal husbandry and housekeeping; (d) provide ongoing communication with staff members and research teams for animal supply and breeding strategy; (e) arrange and oversee breeding schemes conducted by laboratory animal care personnel; (f) evaluate and co-ordinate animal production; (g) assist in performing daily health and welfare monitoring for laboratory animals; (h) assist staff training and external animal workshops; (i) maintain breeding/production records, and assist with quality evaluation; (j) work with certain biological and chemical hazards; (k) assist veterinarians in performing euthanasia; and (l) maintain and develop an environmental laboratory.

Applicants should have (i) a Bachelor's degree/Higher Diploma/Higher Certificate in a relevant subject from a recognised university or technical institute; OR a Diploma/Certificate in a relevant subject from a recognised university or technical institute, plus 3 years' relevant post-qualification work experience at an appropriate level; and (ii) excellent communication and organisational skills. Possession of a boiler licence Class IIA would be highly advantageous.

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

**Application Procedure**

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



香港中文大學

The Chinese University of Hong Kong



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**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\$32,545 – HK\$62,950 per month (primary)
  - ii. Salary from HK\$32,545 – HK\$75,620 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 2023/24 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 **3 March 2023**.

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 3692 or (852) 3698 3694  
Email: [netrecruit@edb.gov.hk](mailto:netrecruit@edb.gov.hk)



香港中文大學

The Chinese University of Hong Kong

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 Macao Polytechnic University, applications are invited through open recruitment for full-time academic staff.

**Full-time Associate Professor of Public Art – 3D**  
1 Vacancy (Ref. 2223-FAD-006)

**Job Duties:** Applicants shall perform the duties as stipulated in Article No. 5 and Paragraph No. 2 of Article No. 6 in the Teaching Staff Charter of Macao Polytechnic University and be able to teach Public Art, Social Artistic Practice, Experimental Arts, Sculpture Creation, Clay Sculpting and Molding, New Media Arts, etc. (taught in Chinese and English).

**Qualifications:** Applicants must possess a Doctoral Degree in a field related to Arts, with at least 4 years' teaching experience at the tertiary education level

**Closing Date for Application:** 02/03/2023 17:45


**Salary and Fringe Benefits:** The salary index of Associate Professor ranges from 540 to 760 [1 index point = MOP91], with pre-tax annual salary from MOP687,960 to MOP968,240. 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 Macao Polytechnic University.

Please browse our website for details of Notice for above Full-time Academic Staff Recruitment <http://www.mpu.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://mpu.mo/recruitment>), or submit the applications in person to the Personnel Office, Macao Polytechnic University, Rua Luis Gonzaga Gomes, Macao, China. **Applications by post and email will not be accepted.**


For enquiries: Tel: +853 8599 6719 / 8599 6125  
Email: [recruit\\_staff@mpu.edu.mo](mailto:recruit_staff@mpu.edu.mo)



MPU  
recruitment  
webpage



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



Department of Marketing

Teaching Faculty Position in Marketing (Job ID: 8361)

Established in 1991, the HKUST Business School is recognized globally as one of the world's best business schools. The Department of Marketing is a leading intellectual center for management research with a group of committed faculty members with demonstrated excellence in scholarship and teaching. The department provides a supportive teaching environment, strong teaching support staff, and leading-edge facilities. The language of instruction at HKUST is English.

The Department of Marketing now invites applications for a teaching position in the area of marketing commencing in July 2023. The appointee will have primary responsibilities in the development and teaching of marketing courses (including core courses such as Consumer Behavior, Marketing Strategy, Marketing Management, Marketing Research as well as Marketing electives) for undergraduate and master level students (e.g. MSc in Marketing, MBA). The appointee is also expected to participate in department, school and university service-related matters (e.g. serving on department, school and university committees, interviewing student applicants, or some other ad-hoc service assignments). Candidates should possess at least a master's degree in business or business-related fields and preferably an earned doctorate in marketing, with demonstrated capacity for excellent teaching.

Only full-time applications will be considered. Initial appointment is for 2 years and may be renewable. Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided where applicable. Housing benefits will also be provided where applicable. A gratuity will be payable upon successful completion of a 2-year contract.

**Application Procedure**  
Interested candidates are invited to send by email (1) a letter of application describing their teaching interests and experience, (2) a curriculum vitae, and (3) evidence of teaching effectiveness such as summaries of course evaluations, to Ms. Vicki Mo at [vickimo@ust.hk](mailto:vickimo@ust.hk). Applications will be processed as received and the recruitment will continue until the position is filled. Shortlisted candidates will be required to provide three letters of reference to be considered for an on-campus interview.

*(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the Personal Information Collection Statement before submission of application.)*

**HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.**

Classified Post

readers are confident, competent and career-oriented

**EDUCATION BUREAU  
Non-Civil Service Vacancy**

**Curriculum Officer  
(Council and Secondary)  
(EDB/CDI/104/23)**

**Salary:** \$76,380 per month (Gratuity: 15%) (Contract Period: 2.5 years)

**Closing Date for Application:** 24 February 2023

**Tel. Enquiry:** 2892 5846

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



Ying Wa College was founded in 1818. The College is one of the leading English medium schools for boys with a rich history of over 200 years. We are dedicated to transforming boys into capable, independent and caring young gentlemen. We are now inviting applications for the following position:

**NON-TEACHING STAFF**

**Communications Officer**

- A degree holder in communications, business, marketing and / or languages with relevant working experience
- Good in both written and spoken English and Chinese
- Experience in marketing / communications a definite asset
- Understanding of DSS schools a definite advantage
- Independent & meticulous working style required

Please send a CV and a covering letter to [recruit@yingwa.edu.hk](mailto:recruit@yingwa.edu.hk). The application deadline is 15th February 2023. Please state the position applied for.

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

Classified Post

**Diocesan Boys' School**

Applications for the school year commencing September 2023 are invited from motivated and committed people for the following position:

**IB Teacher – Mathematics (Full-time)**  
Closing date for Applications: 17 March 2023

He/She should preferably: i) Be a degree holder of the relevant subject(s); ii) Possess at least 5 years of teaching experience in the relevant subject(s) preferably in the IBDP; iii) Possess a valid Hong Kong employment visa (will provide assistance for overseas applicants); iv) Possess appropriate specialist qualification and certification.

The successful candidate will be offered a competitive salary and remuneration package. For additional information about us, please visit: <https://ib.dbs.edu.hk/>

Full personal particulars including educational background and working experience should reach The Headmaster, Diocesan Boys' School, 131 Argyle Street, Kowloon, Hong Kong, or by email at [recruitment@dbs.edu.hk](mailto:recruitment@dbs.edu.hk).

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

**A Gov't Aided Christian Secondary School**  
seeks qualified (meet the EDB Qualifications for Appointment of NET under the Enhanced NET Scheme in Secondary Schools)

**Native-speaking English Teacher (NET)**  
(w.e.f. 2023 academic year)


Please write to **Carmel Pak U Secondary School, Tai Yuen Estate, Tai Po, Hong Kong**  
(Personal data will be collected for recruitment purpose only)

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EDUCATION



漢基國際學校  
Chinese International School

CIS

**Assistant Librarian**

Reporting to the Teacher Librarian and Senior Librarian, you will undertake the following duties:

**Library Administration**

- Work at the front desk for the circulation of library materials, cataloging, and processing new library resources
- Shelf all returned library materials in the right place and pull out materials for mending and disposal
- Send out collection notices of reserved items, overdue notices and collect fine-payments for lost or overdue items
- Update periodic publications and maintain the library webpage

**Information Literacy/Reading**

- Educate staff and students to use the library system and electronic resources
- Assist in preparing library materials for topic inquiry units and with reading and book promotion in classes
- Answer inquiries and provide professional assistance to all staff and students when appropriate

**Library Promotion**

- Assist with planning and organizing library programs as well as displaying library materials
- Prepare new arrival lists for teachers to encourage students to use them for inquiry units and reading

**Requirements:**  
Experience working in a school or library environment; Bachelor or above in Library Science is preferred; Experience and knowledge of Destiny, Canva, LibGuide, and Google Suite are preferred; Bilingual in English and Chinese

Please visit the Career Section of CIS website [www.cis.edu.hk](http://www.cis.edu.hk) for more information

**EDUCATION BUREAU  
Non-Civil Service Vacancy**

**Project Officer  
(School-based Management)  
(EDB/SA/105/23)**

**Salary:** \$41,530 per month (Contract Period: up to 3 October 2023)

**Closing Date for Application:** 24 February 2023

**Tel. Enquiry:** 3509 8477

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

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GENERAL

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

We are currently recruiting the following position to join the Authority.

**Director, Development (Ref: R3992)**

Reporting to the Chief Corporate Development Officer (CCDO) of WKCD, the incumbent will:

- Lead the Development Department to formulate policies, strategies and plans to achieve the fundraising targets, including i) the development and implementation of short-term and long-term strategies for raising donations and sponsorships from trusts, foundations, individual donors and corporations; and ii) the coordination and facilitation of the efforts of the fundraising teams in WKCD and its subsidiaries;
- Propose strategic plans on developing, managing and delivering the policies for district-wide fundraising, sponsorship and various forms of membership, as well as for the naming of arts and cultural facilities;
- Develop annual fundraising goals and exploring new and major fundraising opportunities for capital and operating expenditures, with a focus on developing the base of support from major giving, sponsorship and membership and cultivating ongoing relationships with major donors and prospective philanthropists to meet fundraising goals;
- Develop and implement district-wide plans for fundraising programmes that nurture local community to grow into positive supporters of WKCD, as well as promoting community cohesion and contributing to the vibrant cultural life of residents in Hong Kong;
- Plan and manage district-wide programmes of cultivation events and analysing district-wide membership data and generating reports for the formulation and/or refinement of the overall fundraising strategy of WKCD;
- Coordinate among the artistic fundraising teams and with the business units to ensure donor engagement/ membership programmes; sponsorship campaigns and fundraising initiatives in relation to the respective artistic focus and the overall district are aligned with the WKCD fundraising strategies and implemented in accordance with the fundraising policy of WKCD; and

The ideal candidate should have:

- Provide on-going support to the artistic fundraising teams as and when necessary.
- University degree with minimum 15 years of solid experience in development and fundraising, marketing and/or business operations at senior executive level at a large and complex organisation;
- Proven track record in the relevant field with organisations of similar scale and complexity;
- Solid experience in developing and implementing fundraising strategies will be an advantage;
- Well-developed networks in Hong Kong and overseas pertinent to fundraising and sponsorship and with strong local knowledge;
- Excellent communication and ambassadorial skills, and the ability to articulate a persuasive case;
- Well versed in best practices and challenges associated with fundraising, business operations and/or marketing;
- Strong stakeholder management skills and ability to work with diverse constituencies such as prospective benefactors, donors, WKCD Board members and senior management, public stakeholders and government entities;
- Demonstrated success in identifying, cultivating, soliciting and stewardship of a broad base of prospective and current benefactors;
- Knowledge of the art and culture arena will be an asset but not a pre-requisite;
- Ability to leverage on and mobilize internal and external resources to provide innovation solutions to problems and create new opportunities; and
- Fluency in English, Cantonese and Mandarin strongly preferred.

For interested parties, please submit your application letter on or before 17 February 2023 along with your CV outlining your suitability for the role, expected salary and earliest availability. Applicants are encouraged to submit their applications as soon as possible via [WKCD.DD@kornferry.com](mailto:WKCD.DD@kornferry.com).

Applications will be considered until the post is filled.

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

Data collected will only be used for job application processing. Your data may be accessed by our appointed recruitment consultants who have agreed to keep confidence of all personal data in not less than the standards applicable to us. Applicants not being invited for interview within 4 weeks from the submission date may assume their applications unsuccessful.

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

**westKowloon**  
西九文化區





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, SPCCPS 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. SPCCPS 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 2023:

**A. Teaching Staff**

1. English	5. Music
2. Chinese	6. Physical Education
3. Mathematics	7. Visual Arts
4. General Studies	

Requirements:

- A relevant university degree with a recognized teacher training qualification
- Experience in school-based curriculum development will be an advantage
- May need to teach other subjects
- Basic Law and National Security Law Test (BLNST) requirement fulfilled
- **Teacher of Chinese:** must have fulfilled EDB's Language Proficiency Requirement to teach subjects in Putonghua
- **Teacher of English:** 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)
- **Teacher of P6 Mathematics and General Studies:** have attained EDB's Language Proficiency Requirement to teach subjects in English are preferred

**B. Native English Teachers**

Duties and Responsibilities:

- To teach English and English oral lessons
- To assist a team of dedicated teachers in the English Department in developing the school-based curriculum
- To enrich the English language environment
- To be receptive to new ideas and possess the essential qualities of a team player who values mutual respect and open communication

The ideal candidate should:

- Possess at least a Bachelor's degree and with a recognized teacher training qualification in primary education
- Have native-level fluency and 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 recognized by the EDB
- Have a proven track record and a minimum of three years of post-qualification teaching experience at primary school level
- Teaching experience in local schools preferable

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. 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*

**EDUCATION BUREAU  
Non-Civil Service Vacancy**

**Senior Curriculum Officer (Personal, Social and Humanities Education / Chinese History) (EDB/CDI/088/23)**


**Salary:** \$96,055 per month (Gratuity: 15%) (Contract Period: 2.5 years)

**Closing Date for Application:** 17 February 2023

**Tel. Enquiry:** 2892 5846

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

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Department of Finance

**Executive Officer II** (Ref. 230000BJ) (Closing date: March 3, 2023)

The Department of Finance of the CUHK Business School (also known as the Faculty of Business Administration) is looking for candidates to take up the position of Executive Officer II to provide support for career advisory and alumni development for the following Taught Master Programmes offered by the Department of Finance (Master of Science in Finance and Master of Science in Actuarial Science and Insurance Analytics).  
Reporting to the Programme Directors of the aforementioned Programmes, the appointee will be responsible for (a) liaising with the Programme staff in providing personalised advice to students on job search strategy, career management guidance, industrial and company insights; (b) liaising with the faculty-level Career Management Centre on corporate outreach, event planning and communication; (c) planning and implementing alumni engagement strategies; (d) planning and organising alumni activities; and (c) liaising with the faculty-level Alumni Affairs and Development Office in coordinating with local and overseas alumni bodies to strengthen alumni development and support.  
The candidate should have (i) a Bachelor's degree, preferably a Master's degree in Business, Economics, Communications or Translation; (ii) fulfilled the English Language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforco>; (iii) at least 5 years' of post-qualification executive and professional experience preferably in career counselling or staff recruitment; (iv) knowledge of career management/coaching; (v) experience working in large business organisations, preferably in financial service sector; (vi) a self-motivated and collaborative attitude with good writing, communication, interpersonal and presentation skills; and (vii) excellent command of written and spoken English and Chinese, fluency in Putonghua is preferred. Shortlisted candidates will be invited for interviews and to sit for a written test.  
Applicants must submit copies of certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications 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.  
contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.

Application Procedure

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



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Diversity and Inclusion Office

The Chinese University of Hong Kong (CUHK) is a diverse, multicultural and socially responsible university. CUHK students and staff are valued, respected and provided with equal opportunities so that all can rise to their highest capacity. The Diversity and Inclusion Office was established in 2020 to support the University's effort in creating a more welcoming campus and fostering a stronger integration between university members of different backgrounds and cultures. It also serves as the secretariat of the Diversity and Inclusion Steering Committee.  
**(1) Project Co-ordinator II(s) (carrying the job title of 'Project Officer') (multiple openings)**  
(Ref. 2300006U) (Closing: February 14, 2023)  
The appointee(s) will (a) assist in the research, development and implementation of policies and projects in relation to equity, diversity and inclusion matters; (b) liaise with students, internal units and external bodies in the organisation of projects and events; (c) execute promotional events through online (e.g. website and social media platforms) and offline (e.g. training workshops, publicity events) channels; (d) provide administrative support to committees and meetings; (e) handle enquiries and complaints in relation to discrimination matters; and (f) perform other duties as assigned.  
Applicants should have (i) a Bachelor's degree in Communications, Marketing, Psychology, Law, Education or related disciplines; (ii) Grade E/Level 2 or above in Chinese and English (Syllabus B) in HKCEE; OR Level 2 or above in Chinese and English in HKDSE; (iii) a good command of written and spoken English and Chinese (including Putonghua); (iv) a strong sense of responsibility and self-motivation; (v) good organisational skills and the ability to pay attention to details; and (vi) good analytical, interpersonal and communication skills. Relevant experience in event organisation and/or communications will be advantageous. Shortlisted candidates may be invited to sit for a language proficiency test.  
Appointment will initially be made on contract basis for up to 2 years (with contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.  
**(2) General Clerk II** (Ref. 23000076) (Closing: February 14, 2023)  
The appointee will be responsible for providing support to and assistance in (a) frontline services and office administration; (b) organisation of projects and events; (c) production of educational and publicity materials; (d) logistical arrangements for committees and meetings; (e) liaison with internal and external parties; and (f) other duties as assigned.  
Applicants should have (i) completed secondary education; (ii) Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B); OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese and English): Level 2 or above in NSS subjects, "Attained" or above in ApL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) fast and accurate typing skill; (iv) proficiency in computer applications, such as MS Office (Word, Excel and PowerPoint); (v) good interpersonal, communication and multi-tasking skills; and (vi) a positive attitude and self-motivation. Relevant experience in event organisation and/or communications will be advantageous.  
Appointment will initially be made on contract basis for up to 2 years (with contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.  
**For posts (1) and (2),** applicants must submit copies of HKCEE/HKDSE/academic certificates showing that they have fulfilled the language requirements and/or academic qualifications stated above, otherwise their applications may NOT be considered.  
CUHK is an equal opportunities employer, and is committed to promoting equality, inclusivity, diversity and the highest ethical standards.  

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:

Estates Management Office

**(1) Estate Manager I / II (Landscaping)** (Ref. 23000077) (Closing: February 14, 2023)  
The appointee is expected to take full responsibility of the Landscaping Section of the Estates Management Office, and will be responsible for (a) assisting in administration of the Section and supervision of a team of frontline staff in carrying out campus landscaping works, regular tree inspections and preservation works; (b) preparation and monitoring of budgets, and administration of contractual works; (c) proposing, co-ordinating and managing various action plans to enhance landscape of the University campus; (d) providing floral support in various University functions and ceremonies; (e) liaising with government bodies and complying with relevant statutory requirements; and (f) leading the Section in support of new/ad-hoc projects. He/She may be required to work overtime, on shifts and on Saturdays/Sundays/public holidays when necessary.  
Applicants should have (i) a Bachelor's degree in Landscaping, Horticulture or Arboriculture or a related discipline from a recognised University or technical institute; (ii) at least 7 years' relevant post-qualification experience, of which at least 3 years at managerial level; (iii) experience in handling hard-landscaping design and outsourced contract works; (iv) a good command of both written and spoken Chinese and English; and (v) strong leadership, good communication and administration skills. Possession of qualification as a Certified Arborist will be an advantage. Those with less but at least 4 year's relevant post-qualification experience at supervisory level may be considered for appointment as Estate Manager II. Shortlisted candidates may be invited to sit for a written test.  
Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.  
**Office of Admissions and Financial Aid**  
**(2) Executive Officer II(s) / Project Co-ordinator II(s)** (Ref. 2300008X) (Closing date: February 14, 2023)  
The appointee(s) will be responsible for engaging prospective secondary school students via both offline and online channels. Key duties include (a) organising outreach activities, delivering presentations and advising students; (b) devising digital strategies and online marketing initiatives (e.g., website development and maintenance, search engine optimization, paid search, Google Ads, social media, etc.); (c) developing and producing audio-visual, multimedia, and cross-platform content materials; and (d) performing other tasks as assigned by the supervisors.  
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/languageforco> (for Executive Officer II); (iii) at least 3 years' post-qualification work experience, preferably with experience in online marketing and social media campaigns; (iv) an excellent command of written and spoken Chinese (Cantonese and Putonghua) and English; and (v) strong organisational, oral presentation and interpersonal skills. Irregular working hours may be required. Experience in student admissions and recruitment, and knowledge of the local/global higher education sector would be an advantage. Those with less qualifications or experience may be considered for appointment as Project Co-ordinator II. Shortlisted candidates will be invited to sit for a written test for the post of Executive Officer II.  
Applicants must submit copies of certificates showing that they have fulfilled the language requirements (where applicable) and academic qualifications stated above, otherwise their applications will NOT be considered.  
Appointment will initially be made on contract basis for up to 2 years (with contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.  

Application Procedure

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

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EDUCATION BUREAU

Non-Civil Service Vacancy

**Senior Executive Assistant**  
(EDB/EI/096/23)

Salary: \$60,100 per month (Gratuity: 10%) (Contract Period: 1 year)

Closing Date for Application: 17 February 2023

Tel. Enquiry: 3527 0176

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

EDUCATION BUREAU

Non-Civil Service Vacancy

**Part-time Project Manager**  
(Curriculum Resources)  
(EDB/CDI/092/23)

Salary: \$450 per hour (Contract Period: 2 years) (Required to work 17 hours per week)

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2892 5846

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

GENERAL



Environmental Protection Department

Assistant Environmental Protection Officer

(Civil Service Vacancy)

Salary: Master Pay Scale Point 16 (HK\$34,185 per month) to Master Pay Scale Point 21 (HK\$43,610 per month)

Closing Date for Application: 24 February 2023

Telephone Enquiry: 3521 0875

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.



INTELLECTUAL PROPERTY DEPARTMENT

Patent Examiner II

(Non-Civil Service Vacancy)

Salary: \$30,990 per month

Closing Date for Application: 3 March 2023 (HK Time 6:00 pm)

Tel. Enquiry: 3520 0747 / 3520 0740

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



LEISURE AND CULTURAL SERVICES DEPARTMENT

Museum Trainee (Art)

(Non-Civil Service Vacancy)

Salary: HK\$18,325 per month (fixed throughout the contract period)

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2601 7344

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

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Enhancing lives, communities and the environment

**Drainage Services Department**  
Agreement No. CE 6/2012 (DS)

**Construction of Additional Sewage Rising Mains and Rehabilitation of the Existing Sewage Rising Main between Tung Chung and Siu Ho Wan – Investigation, Design and Construction.**

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

**1. RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: ASRM2/RSO(E)/001/2023)**

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 or college (TI/TC)/ Hong Kong Polytechnic university / polytechnic (Poly) or equivalent in an appropriate discipline.

**2. RESIDENT CLERICAL ASSISTANT (Ref: ASRM2/RCA/002/2023)**

Candidates should have (a) a completion of Secondary 4 with subjects studied including Mathematics or equivalent; and  
(b) Chinese word processing speed of at least 20 word per minute and English word processing speed of at least 30 word per minute; and  
(c) knowledge in application of common business software (e.g. Microsoft Word and Excel).

**3. RESIDENT WORKS SUPERVISOR I (Ref: ASRM2/RWSI/003/2023)**

Candidates should have (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or  
(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or  
(c) successfully completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or  
(d) at least 5 years' experience as a skilled worker in appropriate discipline; and  
(e) at least 3 years' relevant post-qualification experience; or  
(f) at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

**4. RESIDENT WORKS SUPERVISOR II (Ref: ASRM2/RWSII/004/2022)**

Candidates should have (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or  
(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or  
(c) successfully completed a recognized craft apprenticeship with at least 2 years' experience as a skilled worker in appropriate discipline; or  
(d) at least 5 years' experience as a skilled worker in appropriate discipline.

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for position (1).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for position (3) – (4).

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

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


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

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

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Enhancing lives, communities and the environment

**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. RESIDENT ENGINEER (Ref: WIN3/RE/069/2023)**

Candidates should be (a) a Corporate Member 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 3 years' experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer or above in laying of water mains.

**2. ASSISTANT RESIDENT ENGINEER (Ref: WIN3/ARE/070/2023)**

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

**3. RESIDENT INSPECTOR OF WORKS (Ref: WIN3/RIOW/071/2023)**

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 or college (TI/TC) / Hong Kong Polytechnic university / polytechnic (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.

**4. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: WIN3/RAIOW/072/2023)**

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.

**5. RESIDENT SENIOR TECHNICAL OFFICER (Ref: WIN3/RSTO/073/2023)**

Candidates should (a) have a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and  
(b) at least 7 years' relevant post-qualification experience; or  
(c) at least 7 years' relevant experience as Resident Technical Officer or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

**6. RESIDENT WORKS SUPERVISOR I (Ref: WIN3/RWSI/074/2023)**

Candidates should have (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or  
(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or  
(c) successfully completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or  
(d) at least 5 years' experience as a skilled worker in appropriate discipline; and  
(e) at least 3 years' relevant post-qualification experience; or  
(f) at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

**7. RESIDENT WORKS SUPERVISOR II (Ref: WIN3/RWSII/075/2023)**

Candidates should have (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or  
(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or  
(c) successfully completed a recognized craft apprenticeship with at least 2 years' experience as a skilled worker in appropriate discipline; or  
(d) at least 5 years' experience as a skilled worker in appropriate discipline.

**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 (3) – (5).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for position (6) – (7).

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

GENERAL

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HOUSING DEPARTMENT

Technical Officer (Building Services) (Civil Service Vacancy)

Salary: Master Pay Scale Point 9 (\$23,295) to Master Pay Scale Point 22 (\$45,670) per month

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2761 7546

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.

Classified Post



Architectural Services Department

Contract Structural Engineer (Non-Civil Service Vacancy)

Salary: HK\$57,075 per month

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2867 3638

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



PLANNING DEPARTMENT

Graphic Designer (Non-Civil Service Vacancy)

Salary: HK\$26,190 per month

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2231 4346

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.

ENGINEERING & TECHNOLOGY



Consulting Engineers • Planners • Managers

**Water Supplies Department**  
**Contract No. 9WSD/20 - Construction of Pressure Management and District Metering Installations in Yuen Long and Sheung Shui & Fanling Major Fresh Water Supply Zones**

Meinhardt (Hong Kong) Ltd. has been appointed by the Water Supplies Department as the Consultant for the above Project. The works of the Contract 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. The Contract commenced in October 2020 and will take about 42 months to complete. We now invite applications for the following Resident Site Staff positions:

**1. ASSISTANT RESIDENT ENGINEER (Ref: 91475/ARE)**

**Candidates should have**

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

(b) degree from the university or equivalent in an appropriate discipline, with at least 5 years' post-academic qualification experience in the professional field and level; and

(c) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

**2. RESIDENT SENIOR INSPECTOR OF WORKS (Ref: 91475/RSIOW)**

**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) / Polytechnic university or polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; and

(b) at least 13 years' relevant post-qualification experience; or

(c) at least 5 years' relevant experience as Resident Inspector of Works or equivalent in public works projects with experience in laying of water mains in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; and

(d) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent.

**3. RESIDENT WORKS SUPERVISOR II (Ref: 91475/RWSII)**

**Candidates should have**

(a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and

(b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and

(c) 1 year of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

The job requirement of the above positions should be referred to the minimum qualification required and minimum experience listed in Appendix 7.4 of the "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" issued by Development Bureau (Works Branch). Candidates have less qualifications and experience would also be considered.

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for positions 1-3. The incumbents of positions 1-3 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:

**Head of Human Resources, Meinhardt Consulting Engineers, 10/F Genesis, 33-35 Wong Chuk Hang Road, Hong Kong OR send e-mail, to [rss-recruitment@meinhardt.com.hk](mailto:rss-recruitment@meinhardt.com.hk)**



Enhancing lives, communities and the environment

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

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

**1. ASSISTANT RESIDENT ENGINEER (CIVIL) (Ref: PSS/ARE(C)/064/2023)**

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

(b) have a degree from the university in an appropriate discipline or equivalent, with at least 5 years' post-academic qualification experience in the professional field and level.

**2. RESIDENTWORKS SUPERVISOR I (CIVIL) (Ref: PSS/RWSI(C)/065/2023)**

Candidates should have 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 or college (TI/TC) / Hong Kong Polytechnic University / Polytechnic (Poly) or equivalent in an appropriate discipline; or

(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or

(c) successfully completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or

(d) at least 5 years' experience as a skilled worker in appropriate discipline; and

(e) at least 3 years' relevant post-qualification experience; or

(f) at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

**3. RESIDENTWORKSSUPERVISORII (CIVIL) (Ref: PSS/RWSI(C)/066/2023)**

Candidates should have (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or

(b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or

(c) successfully completed a recognized craft apprenticeship with at least 2 years' experience as a skilled worker in appropriate discipline; or

(d) at least 5 years' experience as a skilled worker in appropriate discipline.

**Remarks:**

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


The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for position (2) and (3).

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

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

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

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



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

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

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

**Minimum Qualification and Experience:**

(a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or

(b) Completed a recognized technician apprenticeship in Civil Engineering; or

(c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or

(d) Minimum of 5 years' experience as a skilled worker in Civil Engineering; and

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

(f) Minimum of 3 years' relevant experience as a Resident Works Supervisor Class II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

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

**Minimum Qualification and Experience:**

(a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or

(b) Successfully completed a recognized technician apprenticeship in Civil Engineering; or


(c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or

(d) Minimum of 5 years' experience as a skilled worker in Civil Engineering.

**Terms of Appointment:**

The duration of appointment of the above posts is anticipated to be about 12 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 Arbuthnot Road, Central, Hong Kong, for the attention of the Administrative Manager or Email to [hr@cmwal.com](mailto:hr@cmwal.com) on or before 23 February 2023.




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GENERAL



**LABOUR DEPARTMENT**


**Occupational Safety Officer II**  
**(Civil Service Vacancy)**

**Salary:** Master Pay Scale Point 13 (\$29,500 per month) to Master Pay Scale Point 28 (\$60,100 per month)

**Closing Date for Application:** 17 February 2023

**Tel. Enquiry:** 2852 4086

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 SERVICE BUREAU**  
**OFFICIAL LANGUAGES DIVISION**


**Official Languages Officer II**  
**(Civil Service Vacancy)**

**Salary:** Master Pay Scale Point 14 (HK\$ 30,990 per month) to Master Pay Scale Point 27 (HK\$ 57,395 per month)

**Closing Date for Application:** 17 February 2023 (Friday)

**Tel. Enquiry:** 2867 4793 / 2867 5221

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**


**Geotechnical Engineer**  
**(Civil Service Vacancy)**

**Salary:** Master Pay Scale Point 32 (HK\$72,225 per month) to Master Pay Scale Point 44 (HK\$112,925 per month)

**Closing Date for Application:** 17 February 2023

**Tel. Enquiry:** 2762 5119 / 2762 5115

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.



**OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER**

**Analyst/Programmer II**  
**(Civil Service Vacancy)**

**Salary:** Master Pay Scale Point 16 (HK\$34,185 per month) to Master Pay Scale Point 27 (HK\$57,395 per month)

**Closing Date for Application:** 17 February 2023

**Closing Date for Submission of Supporting Documents:** 24 February 2023

*(Applicants MUST submit supporting documents for the qualifications required for the application.)*

**Tel. Enquiry:** 3847 7387

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

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**Drainage Services Department**  
**Contract No. DC/2019/08**  
**Revitalization of Tsui Ping River**

Atkins China Limited invites applications for the following Resident Site Staff positions under Contract No. DC/2019/08 Revitalization of Tsui Ping River. The works comprise revitalization of approximately 1 km King Yip Street nullah, including resurfacing of the channel, installation of smart water gate, provision of water-friendly features, installation of dry weather flow interceptors, provision of a smart surveillance and weather forecast system, riverside lighting and in-stream plantation. The works also include dredging at the existing channel and reconstruction/strengthening of existing nullah structures, construction of riverside walkways / cross-river walkway / landscape decks, modification of an existing footbridge across Lei Yue Mun Road, and ancillary works. The works commenced in 2020 for completion by 2024 tentatively.

**Senior Resident Engineer (Geotechnical) (Ref No.: RTPR\_SRE(C))**  
Candidates should have:

- Corporate membership of the Hong Kong Institution of Engineers or equivalent in Civil or Geotechnical Engineering Discipline; and
- Minimum 2 years' experience in geotechnical engineering; or
- Recognised professional qualification in engineering geology or geology or equivalent., such as Chartered Geologist status of the Geological Society of London, UK; and
- Minimum 2 years' experience in engineering geology or geology; and
- Minimum 5 years' relevant post professional qualification experience; and
- NEC ECC knowledge or working experience will be advantage.

**Resident Survey Officer (Engineering) (Ref No.: RTPR\_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.: RTPR\_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.

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

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


Interested candidates please email to [recruit.rs@atkinsglobal.com](mailto:recruit.rs@atkinsglobal.com) (with relevant reference number) for on-line application on or before 18 February 2023.

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)



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ATKINS  
Member of the SNC-Lavalin Group

**Water Supplies Department**  
**Water Supply to New Housing Developments**  
**in Sheung Shui and Fanling**

Atkins China Limited invites applications for the following Resident Site Staff positions. The proposed works mainly comprise construction of a new fresh water service reservoir at Tong Hang and laying of about 14km water mains in Sheung Shui and Fanling areas. The works contracts in New Engineering Contract (NEC) form have commenced for phased completion before 2024.

**Resident Technical Officer (Civil) (Ref No.: WSSSF\_RTO(C))**  
Candidates should have:

- Diploma or Higher Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or equivalent; and
- Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and
- At least 1 year of relevant post-qualification experience; and
- Knowledge in application of Building Information Modeling.

**Resident Survey Officer (Quantity) (Ref No.: WSSSF\_RSO(Q))**  
Candidates should have:

- Diploma or Higher Certificate in Quantity Surveying or an allied subject from a Hong Kong Polytechnic or Technical Institute or equivalent; and
- Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent; and
- At least 1 year of post-qualification working experience in Quantity Surveying.

**Resident Works Supervisor II (Ref No.: WSSSF\_RWSII)**  
Candidates should have:

- Ordinary Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent; and
- A proficiency of English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with 5 years' appropriate working experience and service; and
- At least 1 year of relevant post-qualification working experience as Works Supervisor or above in a Government or quasi Government project.

**Resident Assistant Inspector of Works [Secondment to New Territories East Region of WSD] (Ref No.: WSSSF\_RAIOW(NTE/CS1))**  
Candidates should have:

- Diploma or Higher Certificate in an appropriate engineering discipline from a Hong Kong Polytechnic or a technical institute or equivalent, preferable in Building Studies or Plumbing Engineering; and
- Grade E or above in English (Syllabus B) Language and Chinese Language in the Hong Kong Certificate of Education Examination, or equivalent ; and
- At least 4 year of relevant post-qualification working experience in an appropriate engineering discipline of which 1 year shall be in a position equivalent to Works Supervisor I or above in a Government and quasi Government project, preferable in Building Services installation; and
- Preference will be made to candidates with experience in liaison with management office and knowledgeable in Plumbing service in buildings.


**Resident Assistant Clerical Officer [Secondment to New Territories East Region of WSD] (Ref No.: WSSSF\_RACO(NTE/CS1))**  
Candidates should have:


- Five subjects at Grade E or above in the Hong Kong Certificate of Education Examination (including English Language (Syllabus B), Chinese Language and Mathematics) or equivalent; and
- Preferably have completed a post secondary certificate programme on human resources or personnel management; and
- At least 2 years of relevant working experience; and
- Chinese word processing speed of 20 words per minute and English work processing speed of 30 words per minute; and
- Good command of both oral and written English and Chinese and good computer knowledge in application of common business software; and
- Preference will be made to candidates with experience in liaison with management office and handling respective public relation issues.

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


Interested candidates please email to [recruit.rs@wsssf.com](mailto:recruit.rs@wsssf.com) (with relevant reference number) for on-line application on or before 18 February 2023.

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)



HOTELS, CATERING & TOURISM

**Kowloon Cricket Club**  
[www.kcc.org.hk](http://www.kcc.org.hk)

The Kowloon Cricket Club seeks to appoint a **General Manager (GM)** who has a proven career of success in the leading of the operations and administration of a substantial club or similar organisation in a multicultural quality focused sports and social environment.

Reporting to the General Committee, the GM is wholly responsible for the daily operations for all aspects of the management of the club to meet of General Committee's policy directions.

**General Manager (GM)**

**The ideal candidate would have:**

- A degree in sports recreation or hospitality management
- 10 years or above experience in a leadership role in private club or resort or in hospitality industry of which at least 5 years at management level
- Experience in F&B management would be an asset
- Strong communication and interpersonal skills
- Proficiency in spoken and written English & Chinese is a must

**Key duties to maintain an overview of:**

- Accounting and budgetary controls
- F&B operation management
- Membership and fee administration
- Facilities and grounds maintenance
- Promotion of local community participation
- Organisation of special national and international events
- An expectation to work on weekends and public holidays as required

**Closing Date for Application: 16th February 2023**

The Club offers an attractive remuneration package to the successful candidate. For interested parties, please send your application together with resume, current and expected salary, and availability to **Human Resources Department, Kowloon Cricket Club, 10 Cox's Road, Kowloon, Hong Kong**, or by email: [gmrecruit@kcc.org.hk](mailto:gmrecruit@kcc.org.hk)

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

**Term Technical Officer (Architectural)**

**Monthly Salary: \$23,295 (plus 15% contract-end gratuity)**

**Closing Date for Application: 3 March 2023**

**Tel. Enquiry: 2761 6170**

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

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

GENERAL

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

**Planning Graduate**  
**(Temporary Training Vacancy)**

**Training Allowance: \$23,010 per month**

**Closing Date for Application: 3 March 2023**

**Tel. Enquiry: 2761 6169**

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

**HOUSING COORDINATOR**

The U.S. Consulate General is looking for a high-caliber individual with Strong English skills to join our General Service Office.

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

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **February 17, 2023**.

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

HEALTHCARE

**菲臘牙科醫院**  
**The Prince Philip Dental Hospital**

**Tutor in Dental Surgery Assisting**  
**(MPS Point 31 – 40, \$68,975 - \$96,055)**

**Job Requirements:**

- (a) Holder of a Certificate of Proficiency in Dental Surgery Assisting/ Diploma in Dental Surgery Assisting issued by The Prince Philip Dental Hospital, or equivalent;
- (b) At least 10 years of post-qualification working experience as a certified dental surgery assistant or in teaching dental surgery assisting;
- (c) Proven experience in teaching dental surgery assisting is preferred;
- (d) Attained Level 2/ Grade E or above in 5 subjects in HKDSE or HKCEE, including Chinese Language and English Language/ English Language (Syllabus B) in pre-2007 HKCEE, or equivalent;
- (e) Proficient in both written and spoken English and Chinese (fluent Cantonese preferred); and
- (f) PC Iterate.

**Major Duties:**


- (a) Be responsible for the overall day to day administration of the Diploma in Dental Surgery Assisting Training Course and other related short courses, such as:
  - (i) matters relating to students affairs;
  - (ii) preparation of budgetary requirements;
  - (iii) coordination with Faculty of Dentistry staff for arranging teaching, lectures or examinations for the training course;
  - (iv) maintenance of teaching standards, student performance & discipline;
  - (v) preparing the timetables;
  - (vi) preparing the Curriculum & Syllabus for the Diploma in Dental Surgery Assisting Training Course and other short courses;
  - (vii) preparing the students academic reports & testimonials; and
  - (viii) arranging the student visits
- (b) Supervise instructor in DSA;
- (c) Engage in teaching activities and counselling of the students;
- (d) Serve as members in the committees/ panels for the Diploma in Dental Surgery Assisting Training Course;
- (e) Serve as the Chairman of the Student Admission Selection Board;
- (f) Serve as the Inventory holder for the Diploma in Dental Surgery Assisting Training Course; and
- (g) Perform any other duties as assigned by the supervisors.


**Package:** Five-day week, 18 days' annual leave and medical/ dental benefits. Successful candidate will be offered appointment at the entry point, MPS Point 31 (\$68,975) per month with a two-year contract which is renewable, subject to satisfactory performance. An end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Hospital's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.

**To Apply:** Applicants should send the duly completed **Application Form** (downloadable from the Hospital's website [www.pphd.org.hk](http://www.pphd.org.hk)) and **full resume** indicating clearly the academic and vocational results to the **Hospital Administration (HR), The Prince Philip Dental Hospital, 34 Hospital Road, Sai Ying Pun, Hong Kong** or via email to [jobs@pphd.org.hk](mailto:jobs@pphd.org.hk) by **24 February 2023**. Applicants should mark clearly the Post "**Tutor in Dental Surgery Assisting**" and reference number "**PP144TDSA**" on the envelope/ subject of the email and the Application Form. Shortlisted applicants may be invited to sit for a written test.

Enquiry: 2859 0335

(Personal data collected will be used for recruitment related purpose only.)

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ATKINS  
Member of the SNC-Lavalin Group

**Drainage Services Department**  
**Contract No. DC/2022/02**  
**- Drainage Improvement Works at Yuen Long – Stage 2**

Atkins China Limited invites applications for the following Resident Site Staff positions. The works include the construction of drainage improvement works in Tai Wo, Ha Che, Sung Shan New Village, Lin Fa Tai and Shan Ha Tsuen in Yuen Long. The works are scheduled to commence in 2023Q1 for completion in 2026Q1.

**Senior Resident Engineer (Civil) (Ref No.: YLDS2\_SRE(C))**  
Candidates should be

- (a) Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline; and
- (b) have minimum 5 years' relevant post qualification experience. NEC4 ECC knowledge or working experience will be an advantage.

**Resident Assistant Clerical Officer (Labour Relations) (Ref No.: YLDS2\_RACO(LR))**  
Candidates should have

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

**Resident Assistant Clerical Officer (Ref No.: YLDS2\_RACO)**  
Candidates should have

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

Remarks:  
For the above RSS rank, candidate should have met the requirements as stated in RSS Management Handbook Section 5.13 Vaccine Pass Arrangement.

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

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

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

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


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.


"Attained" in Applied Learning subjects (subject to a maximum two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

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

Interested candidates please send full resume stating earliest availability, expected salary, contact telephone number, our reference code, copies of academic and/or professional qualification certificates and employment references to [recruit.rs@atkinsglobal.com](mailto:recruit.rs@atkinsglobal.com) for on-line application on or before 2 March 2023.

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)



GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

**Manager (Resolution Office) - Execution Team**

**Key Responsibilities**

- Undertake, in coordination with the relevant home and host authorities, resolution planning for Authorized Institutions (AIs):
  - Analyse the legal entity structures, business operations, financial and operational dependencies of, as well as critical financial functions performed by, AIs
  - Develop feasible and credible resolution strategies for AIs
  - Assess AIs' resolvability covering, for example, their loss-absorbing capacity resources, operational services, derivatives portfolios, access to financial market infrastructures, liquidity management, as well as valuations capabilities for resolution
- Implement the HKMA's resolution policy standards and work with AIs as they build up and test frameworks and capabilities for enhancing resolvability
- Work with overseas authorities via Crisis Management Groups, resolution colleges, and/or bilateral coordination on the cross-border resolution planning for global systemically important banks and regional banks with operations in Hong Kong
- Enhance the HKMA's resolution execution capability through, for instance, development of frameworks and mechanics for bail-in and transfer stabilization options
- Strengthen the crisis preparedness of authorities through home-host coordination arrangements and crisis simulation exercises
- Contribute to international policy initiatives on resolution reforms via the HKMA's membership in relevant steering and technical working groups at the Financial Stability Board, with a view to reflecting the perspectives of Hong Kong in international policy formulation and implementation monitoring

**Requirements**

- University degree in business, finance, accounting, economics, law or related fields
- At least 3 years of relevant experience in the banking industry (e.g. as a regulator, credit or equity analyst, risk management professional, auditor, consultant or an investment banker on capital, merger and acquisition, or restructuring transactions, etc.)
- Knowledge of international standards on resolution and work of banks to address impediments to resolvability a definite advantage
- Sound understanding of banks' operations, financial statements as well as regulatory capital and liquidity requirements
- Well-developed analytical skills, with research capability and attention to detail
- Highly motivated, well organised and capable of working to tight deadlines
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese; proficiency in Putonghua an advantage

Closing Date for Application for the post of Manager (Resolution Office) – Execution Team: **25 February 2023.**

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

**Associate Director (Fixed Income)**

**Key ResKey Responsibilities**

- Work with investment professionals to formulate, propose, execute and monitor investment strategies across investment grade fixed income and macro opportunities
- Draft regular reports on financial market updates
- Engage in cross-divisional collaboration on new products and strategic initiatives

**Requirements**

- University degree in any discipline with good academic results; major in business, finance, economics a plus
- At least 3 years of experience in investment-related field
- Knowledge of macroeconomics and fixed income-related products
- Experience in US and / or other developed markets government bonds trading a plus
- A good team player, with good communication and presentation skills
- Good analytical skills
- Good command of written and spoken English

**Manager (Market Development)**

**Key Responsibilities**

- Identify ways to promote development of Hong Kong as a green and sustainable finance hub, including through research and analysis, market engagement, etc.
- Support the formulation and implementation of market development initiatives, including capacity and awareness building, data enhancement, facilitation of product innovation and adoption of fintech, etc., in close collaboration with other agencies and the private sector
- Prepare speeches and written materials to facilitate participation of senior executives at various meetings and events
- Assist in the execution of green bond issuances and other sustainable debt capital market initiatives

**Requirements**

- University degree in finance, economics, business or related fields
- At least three years of relevant work experience in capital markets, corporate banking, international development finance, consulting or related fields. Knowledge of green and sustainable finance, or experience in debt capital markets, a plus.
- Flexibility and ability to multitask in a fast-paced environment
- Good analytical, project management, writing and communication skills
- Good command of both written and spoken English and Chinese, proficiency in Putonghua an advantage

**Senior Officer (Settlement)**

**Key Responsibilities**

- Supervise operating processes for reconciliation, payment monitoring, settlement-related system maintenance, audit exercises and Management Information System (MIS) reports compilation
- Assist in operational and system setup, workflow refinement and formulation of procedures for new operations as well as business continuity plan
- Support system implementations and enhancements including preparation of user requirements, validation of functional specification, system testing, incident reporting and production rollout
- Undertake investigations on system and operational incidents, and ad-hoc operation assignments

**Requirements**

- University degree
- At least 3 years of solid work experience in settlement / back office operations for a wide range of financial products and markets. Preferably with hands-on experience in settlement systems such as SWIFT, RTGS, EasyWay, IntelliMatch and treasury management system
- Good knowledge of SWIFT standards and market practices, and regulations in relation to back office operations
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

**Senior Systems Analyst (Information Technology) – Platform Lead**

**Key Responsibilities**

- Build a robust CoE team to manage the Low-code platform and establish guidelines to prevent developers from doing anything which might cause issues or problems
- Communicate with various technology teams on agreement of governance, tollgates and checklists for reviews throughout overall system implementation cycles
- Take ownership of platform management and development to ensure the platform is properly patched, up-to-date and that new features are made available
- Define and setup Business Continuity Planning (BCP) of platform to ensure proper procedure in-place
- Streamline platform demand management process among stakeholders

**Requirements**

- University degree in computer science, software engineering or related fields
- At least 3 years of project management experience, preferably in application development with transition management
- Solid hands-on and system design experience on low-code development
- Knowledge of OutSystems and MS SQL an advantage
- Knowledge in the IT Resilience, Disaster Recovery and Information Security Risk an advantage
- Good problem-solving skills, self-motivated and ability to do researches and analyses thoroughly and resourcefully
- Strong interpersonal, communication, writing and presentation skills

**Systems Analyst (Information Technology) – Data Specialist**

**Key Responsibilities**

- Provide preventive system monitoring and maintenance support for database and related IT systems (e.g. database performance fine-tuning, OutSystems technical debts management, etc.)
- Provide technical support to ensure the development and changes meet market best practice and governance
- Plan and migrate on-premises databases to HKMA cloud platforms
- Act as a technical advisor on up-to-date database technologies to support various IT systems (e.g. low-code development platform)

**Requirements**

- University degree in computer science or related fields
- At least 2 years of experience in managing multiple database environment, preferably on Oracle Database and MS SQL server
- Knowledge on low-code development and platform management an advantage
- Self-motivated and innovative with good analytical, problem-solving, communication and interpersonal skills
- Willing to learn and keep in pace with the latest and emerging technologies
- Good command of both written and spoken English and Chinese

**Officer (Banking Policy)**

**Key Responsibilities**

- Work as a member in the project implementation team
- Liaise with banking subject experts for regulatory document stocktake and data collection
- Identify and report issues about documents or data
- Assist in document review
- Assist in verifying the completeness and accuracy of metadata and topics
- Analyse user/functional requirements and User Acceptance Test (UAT) test cases
- Perform UAT preparation and execution and report UAT issue and progress
- Support the preparation of project progress reports and test reports
- Prepare and verify document data for system testing and production launch
- Ensure regulatory documents are properly maintained in a centralised repository
- Assist in the operation of document management system and the related portals
- Support the implementation of projects and other ad hoc tasks as assigned

**Requirements**

- University degree, preferably in finance, banking, computer science, information systems or related disciplines
- At least 2 years of relevant work experience in regulatory compliance, regulatory document review, internal audit, digital project, or related fields for regulators, banks, brokers or financial institutions
- Knowledge of regulation, compliance and internal audit an advantage
- Basic understanding of document management process or system an advantage
- Hands-on experience in website content management, and UAT preparation and execution a plus
- Well-versed in MS Word, Excel, Adobe PDF and Chinese word processing
- Good coordination and organisational skills
- Self-motivated and attentive to details
- Good communication, interpersonal and analytical skills
- Good command of written and spoken English and Chinese

**Officer (Banking Statistics)**

**Key Responsibilities**

- Analyse banking statistics and generate insights to assist in the supervision of authorized institutions
- Produce internal and external reports and other materials on banking statistics
- Conduct research on and surveillance of financial markets and economic developments
- Perform user acceptance tests on new systems and reports

**Requirements**

- University degree in statistics, business, finance, economics, accounting, mathematics, data analytics or related fields
- At least 2 years of relevant experience
- Proficiency in Microsoft Office, in particular Excel
- Knowledge of Structured Query Language (SQL), Bloomberg and other business intelligence tools (e.g. Tableau, Power BI) a definite advantage
- Proactive, attentive to details, and good interpersonal skills
- Good command of both written and spoken English and Chinese

*(Candidates with less experience may be considered for an offer of appointment at Assistant Officer level)*

Closing Date for Application for the posts of Associate Director (Fixed Income), Manager (Market Development), Senior Officer (Settlement), Senior Systems Analyst (Information Technology) – Platform Lead, Systems Analyst (Information Technology) – Database Specialist, Officer (Banking Policy), Officer (Banking Statistics): **18 February 2023.**

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

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GOVERNMENT APPOINTMENTS

Civil Service Vacancy  
Water Supplies Department

Post (1) : Artisan (Mechanical)

Salary : Master Pay Scale Point 5 (\$18,120 per month) to Master Pay Scale Point 8 (\$21,875 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<sup>(Note 1)</sup>; 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<sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above); and (d) should have a pass result in the Basic Law and National Security Law Test (BLNST)<sup>(Note 3)</sup>.

(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 2023.

(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.

(Note 3) : All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

(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 (\$18,120 per month) to Master Pay Scale Point 8 (\$21,875 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<sup>(Note 1)</sup>; 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<sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above); and (d) should have a pass result in the Basic Law and National Security Law Test (BLNST)<sup>(Note 3)</sup>.

(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 2023.

(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.

(Note 3) : All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

(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 (3) : Artisan (Instrumentation)

Salary : Master Pay Scale Point 5 (\$18,120 per month) to Master Pay Scale Point 8 (\$21,875 per month).

Entry Requirements : Candidates (a)(i) should have completed a full apprenticeship or other approved course of practical training in mechanical, electrical or electronic engineering, or equivalent<sup>(Note 1)</sup>; or (ii) should have at least three years' experience in mechanical, electrical or electronic engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard<sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above); and (d) should have a pass result in the Basic Law and National Security Law Test (BLNST)<sup>(Note 3)</sup>.

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in mechanical, electrical or electronic 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 2023.

(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.

(Note 3) : All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

(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 (Instrumentation) is mainly deployed on installing, operating, maintaining, repairing and overhauling telemetry, control and instrumentation 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 (4) : Artisan (Civil)

Salary : Master Pay Scale Point 5 (\$18,120 per month) to Master Pay Scale Point 8 (\$21,875 per month)

Entry Requirements : Candidates (a) (i) should have completed a full apprenticeship or other approved course of practical training in civil engineering, or equivalent<sup>(Note 1)</sup>; or (ii) should have at least three years' experience in civil engineering, or equivalent; and (b) should have attained a level of proficiency in Chinese and English languages equivalent to Primary 6 standard<sup>(Note 2)</sup>; and (c) may be required to pass a trade test (except those who meet the requirements under Item (a) (i) above); and (d) should have a pass result in the Basic Law and National Security Law Test (BLNST)<sup>(Note 3)</sup>.

(Note 1) : Candidates who are current final year apprentices/students of the full apprenticeship or other approved course of practical training in civil 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 2023.

(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.

(Note 3) : All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

(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 (Civil) is mainly deployed on the following:

- (a) Consumer Services Stream:  
(i) fixing and removing water meters in consumers' premises; (ii) clearing choked meters; (iii) installing and repairing small size water mains and fittings on Government land; and (iv) constructing brick manholes and valve chambers.
- (b) Distribution Stream:  
(i) operating valves; (ii) making minor repairs for and maintaining distribution mains and valves; and (iii) painting valve indicators.
- (c) Headworks Stream:  
(i) carrying out service reservoir sterilization work, and drainage channels and catchwaters desilting; (ii) operating and repairing valves, and repairing trunk mains; (iii) resurfacing footpath; and (iv) painting and fixing signs.
- (d) Treatment Works Function:  
(i) cleansing water treatment plant and filter beds; (ii) making minor repairs to water treatment works; (iii) monitoring and adjusting chemical dosings; and (iv) assisting in the operation of water treatment plants, and carrying out miscellaneous maintenance work as directed.

(Note : Appointees may be required to (i) undertake on-call, standby and emergency duties; (ii) work outside normal working hours, in irregular hours and/or shifts; (iii) work in remote areas, harsh conditions and/or at reservoirs; (iv) drive departmental vehicles under the self-drive scheme; and (v) wear uniform and protective clothing. Subject to vacancies available, the appointees will be assigned to take up posts in one of the streams / functions as listed in (a)-(d) above. )

Posts (1) To (4)

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 (<https://www.csb.gov.hk>).

Completed application forms together with photocopies of supporting documents of the entry requirement (a), (b) and (d) 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 (<https://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 24 February 2023. 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 [Posts (1) to (3)]/ 2294 2681 [Post (4)]

Closing Date for Application : 17 February 2023

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 <https://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 <https://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.

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GOVERNMENT APPOINTMENTS



**FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT**  
**(Non-Civil Service Vacancies)**

**Assistant Accounting Manager (Salary: HK\$30,990 per month)**

**Entry Requirements:** Candidates should -

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

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

**Duties:**

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

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

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

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

**How to Apply:** Application forms [G.F. 340 (Rev.3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau website (<http://www.csb.gov.hk>). Completed forms should be forwarded to the following contact address on or before the closing date for application (The postmark date on the envelope will be regarded as the date of application). Please specify on the envelope **"Application for the Position of Assistant Accounting Manager"**. Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be handled by Hongkong Post. To ensure mail items be duly received by the department, and to avoid unnecessary delivery delay (e.g. return to sender), please pay sufficient postage before posting mail items to this department. On-line application can also be made through Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates should state in detail in the application forms their academic qualifications and employment records with post title and detailed description of duties.

ALL applicants, no matter having made an on-line application or submitted an application by post, **MUST** send by **POST not later than 24 February 2023** to the contact address below photocopies of all official certificates and transcripts of studies in support of the academic qualifications stated in the application form (including photocopies of certificates and transcripts showing the results achieved in Chinese and English languages). The postmark date on the envelope will be regarded as the date of submission of supporting documents. Applicants who have made an on-line application should also quote the 'on-line application number' on the envelope and on all photocopies of certificates and transcripts.

Candidates holding qualifications obtained from academic institutions outside Hong Kong should submit copies of their degree certificates, transcripts of studies and official documents issued by the relevant academic institutions which stated the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes.

Applications which are not made in the prescribed form, or incomplete, or late, or submitted by fax / email will not be considered. For purposes of contact and notification, applicants are required to state e-mail addresses in the application forms. Candidates who are selected for selection interview will normally receive an **invitation by e-mail** in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

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

**Closing Date for Application: 17 February 2023**

**General Notes:**

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/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 website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates to the above contact address **by post** in strict accordance with the stipulated timeframe (**i.e. on or before 24 February 2023 on proof of postmark**).
- (h) Non-civil service vacancies information contained in this column is also available on the following websites: <http://www.gov.hk> of the GovHK and <http://www.fehd.gov.hk> of the Food and Environmental Hygiene Department.
- (i) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.



**HONG KONG MONETARY AUTHORITY**

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

**Manager (Resolution Office) – Policy Team**

**Key Responsibilities**

- Develop resolution standards under the Financial Institutions (Resolution) Ordinance, covering the end-to-end process, including initial research and deliberation, policy design, drafting, consultation, stakeholder engagement, as well as the relevant legislative process, through to finalisation
- Coordinate the HKMA's contribution to resolution reforms at the international level via membership in relevant resolution steering and working groups at the Financial Stability Board, with a view to reflecting the perspectives of Hong Kong in international policy formulation and implementation monitoring
- Advance cross-border cooperation on resolution, including through regional fora, bilateral engagement, thematic studies, etc., in order to enhance common understanding and crisis preparedness among authorities
- Monitor and analyse international policy developments on resolution, as well as contribute to the effective implementation of resolution standards in Hong Kong
- Strengthen the HKMA's resolution execution capability, e.g. via the development of frameworks and mechanics for operationalising stabilization options

**Requirements**

- University degree in banking, finance, accounting, business, economics, risk management, law or related fields
- At least 3 years of relevant experience in the banking industry or in the regulatory, consultancy or financial services field
- Knowledge of banking regulations and international standards on resolution an advantage
- Sound understanding of banks' operations and financial statements
- Well-developed analytical skills, with research capability and attention to detail
- Highly motivated, well organised and capable of working to tight deadlines, both autonomously and as part of a team
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese; proficiency in Putonghua an advantage

**Senior Officer (Communications) - Education & Publicity**

**Key Responsibilities**

- Plan, organise and implement community engagement, public education and publicity initiatives to promote smart use of banking and financial services by the public, and enhance the public understanding of the HKMA's work
- Design and produce educational and publicity materials in various formats including videos, radio segments, animations, infographics, publications, social media content, souvenirs and other marketing collaterals for promotion on the mass, digital, social, out-of-home media and other channels
- Conduct outreach programmes targeting students of different levels, parents with young kids, and other segments of the community from creative concept/idea generation, execution (physical event or social/online programme) to post-campaign publicity. Deliver talks in such programmes when necessary
- Manage procurement and external service providers, and collaborate with various stakeholders in implementing various projects
- Conduct researches on community engagement and public education, and gather market intelligence for programme development

**Requirements**

- University degree preferably in communications, marketing, public relations, social media, digital/on-line marketing or finance
- At least 4 years of relevant experience with proven track records in publicity and event management. Previous experience in public education/publicity gained in the financial or public services sector an advantage
- Good command of both written and spoken English and Chinese, including Cantonese and Putonghua
- Good interpersonal, communication, presentation and event management skills
- A good team player and fast learner; proactive and versatile
- Good networking with stakeholders, agencies and media. Able to work under pressure

Closing Date for Application: **25 February 2023.**

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



**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 (Data Science)**

**Key Responsibilities**

- Conduct economic research using machine learning / big data techniques
- Lead a team of programmers to automate data dashboard, database management and model deployment
- Develop and implement big data analytical tools for the Research Department
- Provide support to the implementation of the HKMA Digitalisation Programme

**Requirements**

- University degree in data science, statistics, economics, or related fields
- At least 3 years of solid work experience in data science, data engineering, and/or data analytics
- Proficiency in Python, R, SQL and Tableau
- Good knowledge of machine learning algorithm, natural language processing, and big data toolkits
- Experience in analysing economic and financial market data
- Good command of both written and spoken English and Chinese
- Highly motivated with good communication, analytical and problem-solving skills

Closing Date for Application: **18 February 2023.**

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

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GOVERNMENT APPOINTMENTS

GENERAL



**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 are now excellent opportunities for eligible candidates to apply for the following position to work under the Digitalisation Programme:

**Senior Manager (Exchange Fund Investment Office)  
- Data Management**

The Senior Manager of Data Management will lead the Data Management team of the Exchange Fund Investment Office (EFIO) and is responsible for day-to-day data management functions including the implementation of data architecture, data operations, as well as overseeing data governance, analytics capabilities and delivering the data strategy.

**Key Responsibilities**

- Report to Head (Asset Allocation) and manage EFIO's Data Management team covering three streams: Data Architecture/Engineering, Data Analytics and Data Governance
- Oversee the implementation of data architecture, including an investment EDM platform and data warehouse in a timely and effective manner in accordance with business needs
- Manage the data governance framework to ensure data quality and establish relevant standards and control, including presenting management-level data quality metrics, ensuring that data governance goals are translated into policies and procedures, monitoring progress and enforcement
- Provide guidance in the development of data analytics capabilities, including BI, Dashboard reporting
- Provide guidance in identifying, designing, and implementing internal process improvements projects, such as automating manual data processing, optimizing data delivery, manual reporting, etc.
- Formulate and drive the business data strategy
- Build a strong relationship with internal business users to drive adoption of data strategy across the function; facilitate the use of data and technology to support business activities and processes
- Coordinate with internal stakeholders, including the Digitalisation Office and IT division for a smooth and effective delivery of the data program and data management governance
- Liaise with vendors and establish relevant controls in project management

**Requirements**

- University degree, preferably in Computer Science, Information Technology, Engineering, Mathematics or related disciplines
- At least 5 years of work experience in data systems analysis, design and architecture development and data governance
- Solid experience of managing sizable IT projects involving data warehouse implementation and data transformation gained from the capital markets / financial services sector
- Working knowledge/experience of the S&P (IHS Markit) EDM/EDMW system a definite advantage
- Experience in data analytics project / data governance tool sets preferred
- Logical, detail-minded, and well-organised
- Good communication and presentation skills
- Proficiency in both written and spoken English and Chinese

Closing Date for Application: **25 February 2023.**

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



**Governments of  
Canada & Québec**

Agent(e) des affaires publiques, éducatives et culturelles /Educational, Cultural and Public Affairs Officer, Bureau du Québec / Québec Office in Hong Kong

The Consulate General of Canada in Hong Kong and Macao seeks **high calibre candidates to fill the position of Agent(e) des affaires publiques, éducatives et culturelles/ Educational, Cultural and Public Affairs Officer, Québec.** Information about the position, requirements and how to apply can be found at <https://staffing-les.international.gc.ca/en/careers/educational-cultural-and-public-affairs-officer-gc-hkone-108680-en> Applications must be received by 23:59 Sunday, February 19, 2023. Only candidates selected for further consideration will be contacted.

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Specialist in Ballroom or Latin dance with a minimum of 3-5 years of competition experience and qualifications. Please send full resume with salary expectation to Heavenly Dance Limited by email [info@heavenly.dance](mailto:info@heavenly.dance). Personal data collected will be used for recruitment purpose only.

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**競爭事務委員會  
COMpetition  
COMMISSION**

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objective of the Ordinance is to prohibit conduct that prevents, restricts or distorts competition in Hong Kong.

The Competition Commission is seeking interested applicants to join its professional team for the following position:

**Executive Director (Operations)  
(Ref: CC/EDO20230130)**

**Responsibilities**

Reporting to the Chief Executive Officer, the Executive Director (Operations) is part of the Commission's senior management team and will be responsible for leading investigations and undertaking enforcement actions against alleged anti-competitive conduct which might contravene the Ordinance. The candidate is expected to:

- manage and coordinate the work of the Operations Division in carrying out its investigations, enforcement and related policy functions;
- obtain enforcement outcomes and assist in bringing proceedings before the Competition Tribunal; and
- contribute to the strategic development of the Commission.

**Requirements**

The successful candidate should:

- possess relevant academic or professional qualifications in law, economics or related disciplines;
- have a minimum of 12 years of post-qualification experience, including 5 years' experience at a senior level and a proven track record in law enforcement, preferably in competition law related investigations in a regulatory authority of a jurisdiction with an established competition law regime. Candidates with an accomplished background in the investigation and prosecution of commercial and financial offences are also encouraged to apply;
- have the personal attributes to lead and manage a multi-disciplinary team of investigators, lawyers, economists and other professionals, to take initiatives in identifying issues and resolving problems, and to defend rigorously the positions and decisions of the Commission; and
- have substantial strategic management and leadership experience and capabilities, and with excellent analytical, interpersonal and communication skills.

**Terms of Appointment and Remuneration Package**

Terms of Appointment:	Appointment will be offered on a 3-year fixed-term contract basis, renewable depending on performance and operational needs.
Basic Salary:	The starting salary for this post is HK\$173,950 per month. The basic salary will be commensurate with the candidate's qualifications and experience.
Cash Allowance:	18% of the basic salary
Contract-end Gratuity:	15% of the basic salary (including 5% employer's contribution of MPF)
Fringe Benefits:	Annual leave, medical & dental benefits, life insurance and MPF. Relocation allowance will be offered to overseas appointee.

**Application**

Interested applicants should submit their applications at the Commission's Job Application System at [https://www.compcomm.hk/en/about/career/current\\_vacancies.html](https://www.compcomm.hk/en/about/career/current_vacancies.html)

The closing date for application is **28 February 2023.**

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend interview and/or recruitment test. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at [www.compcomm.hk](http://www.compcomm.hk). The Commission is an equal opportunity employer.

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International Social Service Hong Kong Branch

Invites applications for the following posts

Post (A) : Contract Finance Officer (Wanchai Head Office) (Ref. No.: HOFO/202302)

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 (B) ContractAccounts Clerks (Wanchai Head Office) (Ref. No.: HOAC/202302)

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 Sun Accounts 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 (C) Social Workers / Counsellors

Duties: (a) Conduct assessment of eligibility for different types and levels of assistance for needy non-casework 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 (D) 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 (E) 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 (D) and (E): (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 (F) 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 (G) Project Assistant - Accommodation (Finance Unit)

Duties: (a) Provide practical accommodation assistance to eligible service users. (b) Assist in the retrieval of rental deposit and related accommodation matters.

Requirements: (a) Completed Form 5 or equivalent. (b) Ability to speak, read and write in Chinese, English and any of these languages (Hindi/Urdu/Bahasa Indonesia/Nepali/Arabic/any African language) is a distinct advantage. (c) Good working language of Hong Kong's community resources and public services. Fluency in written and spoken Chinese is an advantage.

Post (H) 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 (I) 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 (J) 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 (H) to (J): (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.

Post (K) Security Guards

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

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

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

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

Post (L) Contract Project Assistant (Youth Unit)

Duties: (a) Assist in the design, implementation and evaluation of all the activities for ethnic minorities. (b) Answer general enquiries and receive service users and visitors. (c) Compile statistics; prepare reports and provide clerical and administrative support. (d) Manage fee payment of groups, programmes/activities and provide general bookkeeping duties.

Requirements: (a) Completed Form 5 or equivalent. (b) 1 year experience in developing, organizing and managing groups and programmes. (c) Advantageous in playing any of the musical instruments. (d) Organized and able to perform outreach activities. (e) Good command of oral and written English and/or Chinese. (f) Fluency in at least one minority language is a distinct advantage. (g) Computer literate. (h) Experience working in a cross-cultural working environment with flexibility to handle diverse groups. (i) Have a valid work visa. (j) 5-day work from Monday to Sunday (Centre opens from 9:00 am to 9:00 pm daily), shift duty is required.

Interested parties please send a full resume with expected salary (please mark clearly the name of post applied for) to Human Resources Department, International Social Service Hong Kong Branch by email : [ishhk@ishhk.org](mailto:ishhk@ishhk.org) or by post at 6/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 25 February 2023.

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.)

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GENERAL



東華三院  
Tung Wah Group of Hospitals



Senior Fund-raising Manager I  
[REF: HHRD/SFRM/1/SCMP]

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

The Group invites qualified candidates to apply for the Senior Fund-raising Manager I post under the Fund-raising Division. Reporting to the Deputy Head (Fund-raising), the Senior Manager is to lead the development of new and innovative donation channels and fund-raising events, expand donor database, draw up customized donation package and proposal for major donor cultivation and development, design and implement mailing campaigns for long term donor development, and carry out any related publicity and administration work to boost the Group's income while maintaining a healthy relationship with supporting organizations and partners.

For details of the qualifications and job requirements, please visit our website at <https://www.tungwah.org.hk/about/join-tw/vacancies/>.  
Deadline of application is **27 February 2023**.

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香港房屋委員會  
Hong Kong Housing Authority

Term Landscape Architect

Monthly Salary: \$65,875 (plus 15% contract-end gratuity)

Closing Date for Application: 24 February 2023

Tel. Enquiry: 2761 6170

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

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



AGRICULTURE, FISHERIES AND  
CONSERVATION DEPARTMENT

Agricultural Management Officer  
(Non-civil Service Vacancy)

Salary: \$44,150 /month

Closing Date for Application: 17 February 2023

Tel. Enquiry: 2150 6685

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



家福會  
HKFWS

The Hong Kong Family Welfare Society was established in 1949. With a family perspective, the Society is committed to delivering quality and professional social services to enhance the well-being of families and individuals in Hong Kong and to foster a caring community.

The Society is now inviting applications for the position of

Chief Executive

Responsibilities :

As the leader of the Society, the Chief Executive has to

- Provide strategic leadership and effective management to all aspects of the Society including service delivery, communication and fundraising.
- Focus on maintaining and advancing the Society's relationship with its stakeholders as well as further developing the Society's image in the public realm.
- Develop and lead the Society into new phase of expansion and development and to ensure financial sustainability and corporate governance.

Qualifications :

The applicant should have

- A recognised university degree with over 10 years of senior management experience in the social service sector.
- Good interpersonal and leadership skills at a high level.
- Excellent communication capabilities with people at different levels both internally and externally.

The successful applicant will be offered a three-year renewable contract with an attractive remuneration package. Please send your application letter and a resume with full career details and expected remuneration in strictest confidence to P.O. Box 23791, Wan Chai Post Office, 2/F., Wu Chung House, 197-213 Queen's Road East, Hong Kong on or before 22 Feb, 2023.

(Personal data collected will be used for recruitment related purposes and will be treated in accordance with the personal data policies, a copy of which will be provided upon request. Applicants who are not contacted within six weeks may consider their applications unsuccessful. Unsuccessful applications will be kept for six months after which they will be destroyed.)

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