



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-
Institute of Innovative Biomedicine Development Office (IIBDO)
Head of Office (at the rank of Functional Manager)
(Ref: 230000BB) (Closing Date: March 3, 2023)

The appointee will (a) provide administrative directions and co-ordination to support the preparation and management of the Institute of Innovative Biomedicine (IIB) including the launch of a few pilot research projects; (b) formulate the corporate structure and holistic strategy for the sustainability of the IIB; (c) implement project planning and management, resource management and change management skills for cross-functional coordination, facilitate team meetings and collaborations with multiple stakeholders; (d) co-ordinate with internal and external stakeholders on inter-institutional programs, oversee operation and administration of the established projects and facilities; (e) foster partnerships and collaboration opportunities with relevant stakeholders and industry players e.g. academia, biotechs, governments, institutional and venture fund investments; and (f) advocate for IIB, and perform any other ad-hoc duties as assigned.

Applicants should have (i) a B.Sc. or above degree in life science with at least seven years of relevant administration experience in the industry, NGO, academia or government work environment and a minimum of four years of professional experience in the industry; (ii) an in-depth understanding of the innovation ecosystem of Hong Kong and a proven track record in initiating public-private partnerships with the academia; (iii) proven track record in building professional network with the academia, public and private enterprises, especially in the co-ordination of multi-stakeholder collaboration projects; (iv) proven track record in handling innovation and fund raising activities, and in particular, successful business development consultation in the biotech/healthcare sector an advantage; (v) excellent communication and interpersonal skills in organizing multiple stakeholder events and preparing complex initiative proposals; (vi) international exposure and experience in handling strategic international collaborations; (vii) a mature personality and the ability to work independently and to collaborate with multiple local and international parties including government departments, academics, investors and enterprises; and (viii) excellent command of spoken and written English and Chinese (Cantonese and Putonghua).

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement.

Application Procedure

Application should be made online at <http://career.cuhk.edu.hk>.



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

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

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@hknpl.com.hk.

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



香港浸信會醫院
Hong Kong Baptist Hospital



Director, Medical Services (DMS)

ORGANIZATION BACKGROUND:
Founded in 1963, Hong Kong Baptist Hospital (HKBH) is one of the largest private hospitals in Hong Kong, with over 800 in-patient beds. The Hospital is statutory registered by Department of Health under the Private Healthcare Facilities Ordinance (Cap. 633). It is wholly self-financing and non-profit taking. Also, the Hospital is a healthcare institution under the Medical Department of Baptist Convention of Hong Kong and is governed by a Board of Directors elected by Members of Baptist Convention.

Hong Kong Baptist Hospital provides a wide range of in-patient and out-patient services and is well regarded by patients and the community. Other than enhancing the current services and operations, the Hospital keeps its development momentum in view of the ever-increasing demand for hospital and healthcare services. The Hospital has established an Ambulatory Medical Centre with Medical Imaging, Endoscopy and Health Screening Service in East Kowloon since end-2020. Also, the Hospital is building a wholly-owned East Kowloon Medical Centre (adjacent to the aforesaid Ambulatory Medical Centre), which has 30 floors providing a wide range of ambulatory medical services. The Centre is planned to come into operation in 2024.

Being a Christian Hospital, HKBH strives to honor God by serving the needy with Love and Compassion.

MISSION:
"In the Service of Man • For the Glory of God"

To provide holistic health care in the name of Jesus Christ to the Community through the integration of medical and spiritual services to bring about the physical, emotional and spiritual well-being of individuals for the Glory of God.

PURPOSE OF THE POSITION:
This position is a senior member of the executive team of the Hospital responsible for overseeing the planning and operation of medical services and quality and risk management in the Hong Kong Baptist Hospital. DMS will assume the role of Chief Medical Executive (CME) of Ambulatory Medical Centre and the forthcoming East Kowloon Medical Centre.

REPORTING RELATIONSHIP:
DMS is appointed by the Board and reports to the Chief Executive Officer. DMS assists CEO in coordinating the medical services as assigned. As a senior executive, DMS is to support CEO in setting the strategic directions and establishing organizational objectives and priorities, and ensuring the Hospital and the Medical Centres are moving towards and achieving the goals.

ROLES & RESPONSIBILITIES:

- Formulate strategies and plans on the development and operation of medical services of the Hospital and the Medical Centres.
- Supervise the administration and development of the Outpatient and Inpatient services and Specialty Centres.
- Supervise the administration of the credentialing process.
- Lead in quality and safety management, continuous quality improvement programs and clinical audits.
- Work as a team with the other senior executives of the Hospital in the overall supervision and management of the Hospital and the Medical Centres operation, in the planning and commissioning of new projects and services, and to promote Hospital image with Christian values and spirit of corporate social responsibility.
- Seek out opportunities to improve organizational effectiveness.
- Perform other duties related to the qualifications and requirements of the job.

REQUIREMENTS:

- Tertiary education with a medical degree registrable in Hong Kong.
- Proven track record of 15 years of relevant working experience in the healthcare industry with at least 10 years of hospital management experience at the senior level.
- Thorough understanding of the healthcare industry in Hong Kong.
- Strong competencies in leadership, communication, decision making and organization awareness.
- Excellent command in written and spoken English and Cantonese.

Attractive remuneration package will be offered for the right candidate. Please send the CV to the **Senior Manager (HR), Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon, by email to cindyschan@hkbh.org.hk or by fax to 2339 5769 on or before 17 March 2023.**

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

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.

westKowloon
西九文化區

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;

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.

EDUCATION



廣州南沙民心港人子弟學校
Minxin Hong Kong School (Guangzhou Nansha)

Recruitment (Master or above):
Head of Kindergarten & English Language Panel Head (Secondary Division)

Recruitment (Master or above preferred):
Native English-speaking Teachers & Subject Teachers (Primary and Secondary Division)

Primary Division:
Chinese Language, English Language, Mathematics, General Studies, Information and Communication Technology

Secondary Division (with HKDSE Public Exam teaching experience preferred):
Chinese Language, English Language, Mathematics, Citizenship and Social Development, Physics, Chemistry, Biology, Chinese History, World History, Geography, Economics, Information and Communication Technology

Medium of instruction: mainly English

Please send your CV, applied post together with current and expected salary to
E-mail: recruitment@minxinnansha.org.cn
For details, please browse the school website: www.minxinnansha.org
School Address: 3 Jiaxue Road, Dongchong, Nansha District, Guangzhou,
People's Republic of China.



EDUCATION BUREAU
Non-Civil Service Vacancy
Curriculum Officer
(English Language Education)
(EDB/CDI/133/23)

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

Closing Date for Application: 3 March 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.

Be the first in town to reach elite career seekers



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: 230000DG) (Closing date: February 28, 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.

Finance Office

(2) Assistant Accountant (at the rank of Accountancy Assistant) / Assistant Officer (Accounting) (at the rank of General Clerk II) (Ref: 230000G0) (Closing date: February 28, 2023)

The appointee will be responsible for (a) performing general financial and management accounting operation; (b) monitoring budgets, processing disbursements and handling enquires for self-financed programmes; (c) preparing financial statements and reports; (d) performing general clerical duties; and (e) performing any 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, English (Syllabus B) and Mathematics; OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese, English and Mathematics); 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) a Diploma/Higher Certificate in Accountancy or equivalent, or passed I.C.C.I accounting examination; (iv) at least 8 years' clerical work experience, including a minimum of 5 years' accounting-related work experience; (v) a good command of both written and spoken English and Chinese (knowledge of Putonghua will be advantageous); (vi) proficiency in MS Excel (e.g. VLOOKUP and Pivot Table), PowerPoint, English and Chinese word-processing; (vii) self-initiative, a strong sense of responsibility, good interpersonal skills and telephone manners; (viii) a detail-oriented and mature work attitude, and the ability to be a team player; and (ix) the ability to work independently with a meticulous mind and the capability of working under pressure. Experience in using SAP will be advantageous. Candidates who possess less work experience as stated in (iv) or do not fulfil the requirement in (iii) above may be considered for appointment as Assistant Officer (Accounting). Shortlisted candidates will be invited to sit for a test on computer skills.

Applicants must submit copies of HKCEE/IKDSE 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.

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>.

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

香港李寶椿聯合世界書院



Li Po Chun United World College of Hong Kong is part of the United World College movement (www.uwc.org). The College comprises 256 students from about 80 countries, the vast majority on scholarships. The College is residential. The major educational focus of the College is holistic and experiential education based on the IB Diploma with an extensive afternoon/evening activities & service programme.

The College is seeking to appoint the following:

One Full-time Teacher of
IB Diploma Mandarin B & ab initio/TOK
(to cover **maternity leave** from
8 August – 31 October 2023)

More details are available at: www.lpcuwc.edu.hk

E-mail: job@lpcuwc.edu.hk

Personal data provided by job applicants will be used only for the purposes of recruitment at Li Po Chun United World College and will not be disclosed to any outside organisation.

St. Rose of Lima's School

2023/24 School-based Speech Therapist

Basic Requirements:

- A degree in Speech and Hearing Science from a local university, or equivalent

Responsibilities:

- To provide service to students in mainstream a primary and two secondary schools who have speech, language or communication needs
- To provide teacher training and parents talk corresponding to school development

Interested parties please send application with full resume to er@goo.srpls.edu.hk on or before **11 March 2023**.

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

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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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 (e) 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.hru.cuhk.edu.hk/en-gb/lanugungefore>; (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>.

BANKING & FINANCE



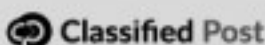
STATE BANK OF INDIA
15th Floor, Central Tower
28 Queen's Road Central, Hong Kong

We invite applications from candidates for position of

Bank Assistant

For details regarding eligibility, please refer our website: <https://hk.statebank>
Please send your full resume by post or by e-mail to avphr.hk@statebank.com
latest by **28 February 2023**

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



Classified Post

readers are confident, competent and career-oriented

T: 2565 8822 E: classified@scmp.com



EDUCATION



Australian International School Hong Kong

3A Norfolk Road, Kowloon Tong
+852 2304 6078
www.aishk.edu.hk

Are you looking for a new career opportunity? Do you wish to work in a vibrant, international education community? AISHK is seeking candidates for the following *positions:



APPLICATION DETAILS

Please view the **Role Statements** for these positions via the AISHK website: www.aishk.edu.hk/welcome/a-career-at-aishk


Contract agreement dates will be confirmed with successful applicants.

Recruitment Deadline:
Monday, 6 March 2023

**Practicing teachers with qualifications in the following subject areas required for short-term maternity leave cover.*

- ✓ **Secondary Teacher**
History & Geography (June–November 2023)
- ✓ **Specialist Teacher**
Chinese (24 July–December 2023)
- Ability to reside and work in Hong Kong essential
- Experience in teaching the International Baccalaureate Diploma curriculum desirable

Please send a letter of application and C.V. addressed to the Head of School, Ms Mina Dunstan, to employment@aishk.edu.hk. The School reserves the right to recruit at any stage during the selection process. All personal data collected will be used for recruitment purposes only. School Registration No: ED1/21627/95



**YMCA of Hong Kong Christian College
港青基信書院**

The YHKCC is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 70% of students and 40% of teachers are from international backgrounds.

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

- **HUMANITIES ASSOCIATE TEACHER (AUGUST 2023)**
 - Bachelor's degree in Religious Studies / History or relevant subject area
 - PGDE or equivalent qualification an advantage
 - Applicants need to be able to teach Humanities subjects and perform administrative duties for the Department
- **MUSIC TEACHER (For a 3-month maternity cover 17/4/2023 – 9/6/2023)**
 - Bachelor's degree in Music or relevant subject area
 - PGDE or equivalent qualification
 - Fluent in English
 - Applicants need to be able to plan and deliver Music lessons to junior forms
 - Knowledge of the Cambridge IGCSE Music syllabus an advantage

Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is **28th February, 2023**. Please state the position applied for.

Address : 2 Chung Yat Street, Tung Chung, Hong Kong
Telephone : 2988 8123 Fax : 2988 2000

Email : info@yhkcc.edu.hk
Website : www.yhkcc.edu.hk

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**Diocesan Girls' Junior School
拔萃女小學**

invites applications for the following positions with effect from 1st September 2023 (positions A to D):

- A. Graduate Teachers of English Language**
 - Candidates with native fluency in English and have fulfilled EDB's Language Proficiency requirements for English teachers
- B. Graduate Teachers of Chinese Language**
 - Candidates with native fluency in Putonghua and have fulfilled EDB's Language Proficiency requirements for Putonghua teachers
- C. Graduate Teachers of Music**
 - Bachelor's degree or above in Music
 - Excellent standard of spoken and written English and Chinese
 - Outstanding singing and piano skills required
- D. Graduate Teachers of Information and Communication Technology (ICT)**
 - Able to teach in fluent English
 - Experience in ICT curriculum development
 - STEM and coding education promotion and implementation an advantage
- E. IT Officer for the expanding IT Department (with immediate effect)**

Responsibilities

 - Provide technical support to end-users
 - Manage innovative educational technology projects, e.g. robotics, 3D printing and AI, etc.
 - Operate and manage school computers and mobile devices
 - Support and manage school systems on physical and VM servers on Windows and Linux platforms
 - Assist in the administration of software licences, hardware inventories and procurement

Requirements

 - Holder of an IT-related Higher Diploma or above
 - Sound knowledge of Windows Server, Linux Server and server virtualization
 - Experience with Mobile Device Management (MDM) platforms
 - Good communication skills in English and Chinese
 - Ability to adapt to changing situations and to learn new skills
 - Self-motivated, with integrity and flexibility in dealing with multi-functional tasks independently
 - Relevant experience in the education sector is an advantage but fresh graduates are also welcome.

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

Interested parties are invited to send their applications, enclosing full resumes stating qualifications, career history, teaching experience and contact numbers latest by 15th March 2023 to:

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

Information / Personal data collected will be used for employment purposes only. Applicants not contacted within 8 weeks of application should consider their application unsuccessful.



**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

2. Chinese

3. Mathematics

4. General Studies

5. Music

6. Physical Education

7. Visual Arts

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**

Part-time Professional Development Consultant (School Leadership and Professional Development) (EDB/PDT/129/23)

Salary: \$566 per hour (Contract Period: 1 year)

Closing Date for Application: 3 March 2023

Tel. Enquiry: 3509 7562

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.

**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.

**EDUCATION BUREAU
Non-Civil Service Vacancy**

Part-time Project Administrative Officer (EDB/PDT/134/23)

Salary: \$388 per hour (Contract Period: 1 year)

Closing Date for Application: 3 March 2023

Tel. Enquiry: 3509 7562

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**

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.

**EDUCATION BUREAU
Non-Civil Service Vacancy**

Assistant Manager (EDB/ECP/139/23)

Salary: \$32,545 per month (Gratuity: 10%) (Contract Period: 1 year)

Closing Date for Application: 24 February 2023

Tel. Enquiry: 3850 2040

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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ENGINEERING & TECHNOLOGY



Ove Arup & Partners Hong Kong Limited

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

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

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

RESIDENT ENGINEER (E&M) (Job Number: 62538BR)

Qualifications & Experience required

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent

ASSISTANT RESIDENT ENGINEER (Civil/Tunnel/Programme/General) (Job Number: 62539BR)

Qualifications & Experience required

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

ASSISTANT RESIDENT ENGINEER (E&M/BSE/TCSS) (Job Number: 62540BR)

Qualifications & Experience required

- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with formal training pre-approved by appropriate professional institution/institute and with at least 2 years of relevant post-qualification experience; OR
- University Degree in an appropriate discipline from a Hong Kong institution or an equivalent institution, with at least 4 years of relevant post-academic qualification experience in professional field and level
- For TCSS post, candidate with experience in telecommunication/traffic control system will be an advantage

RESIDENT LANDSCAPE ARCHITECT (Job Number: 62541BR)

Qualifications & Experience required

- Professional member of the Hong Kong Institute of Landscape Architects, or equivalent

ASSISTANT RESIDENT LANDSCAPE ARCHITECT (Job Number: 62542BR)

Qualifications & Experience required

- Degree from University in Hong Kong or an academic qualification in Landscape Architecture satisfying the academic requirements for admission to the Hong Kong Institute of Landscape Architects Professional Practice Examination or equivalent; AND
- At least 2 years of relevant post-qualification experience

RESIDENT QUANTITY SURVEYOR (Job Number: 62545BR)

Qualifications & Experience required

- Corporate Membership of the Hong Kong Institute of Surveyors in Quantity Surveying Division or equivalent
- Possess the qualification as NEC accredited Project Manager and experience in New Engineering Contract will be an advantage

RESIDENT SURVEY OFFICER (QUANTITY) (Job Number: 62546BR)

Qualifications & Experience required

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

RESIDENT TECHNICAL OFFICER (Material) (Job Number: 62547BR)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline
- Experience in material testing will be an advantage

RESIDENT INSPECTOR OF WORKS (E&M/BSE/TCSS) (Job Number: 62548BR)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 8 years of relevant post-qualification experience; OR
- At least 5 years of relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
- For TCSS post, candidate with experience in telecommunication/traffic control system will be an advantage

RESIDENT ASSISTANT INSPECTOR OF WORKS (E&M/BSE/TCSS) (Job Number: 62549BR)

Qualifications & Experience required

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



Mott MacDonald Hong Kong Limited

RESIDENT WORKS SUPERVISOR I (Civil/Structural/Tunnel) (Job Number: 62551BR)

Qualifications & Experience required

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

RESIDENT WORKS SUPERVISOR I (E&M/BSE/TCSS) (Job Number: 62552BR)

Qualifications & Experience required

- Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; OR
- Completed a recognised technician apprenticeship in an appropriate discipline; OR
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; OR
- At least 5 years' experience as a skilled worker in an appropriate discipline; AND
- At least 3 years of relevant post-qualification experience; OR
- At least 3 years of relevant experience as Resident Works Supervisor II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
- For TCSS post, candidate with experience in telecommunication/traffic control system will be an advantage

RESIDENT WORKS SUPERVISOR II (Civil/Structural/Tunnel) (Job Number: 62554BR)

Qualifications & Experience required

- Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; OR
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; OR
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; OR
- At least 5 years' experience as a skilled worker in an appropriate discipline

RESIDENT WORKS SUPERVISOR II (E&M/BSE/TCSS) (Job Number: 62555BR)

Qualifications & Experience required

- Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; OR
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; OR
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; OR
- At least 5 years' experience as a skilled worker in an appropriate discipline
- For TCSS post, candidate with experience in telecommunication/traffic control system will be an advantage

RESIDENT ASSISTANT CLERICAL OFFICER (Job Number: 62556BR)

Qualifications & Experience required

- Level 2 or equivalent ^(note 1) or above in five subjects in HKDSEE ^(note 2) or equivalent; OR
- Level 2 ^(note 3) / Grade E or above in five subjects in HKCEE ^(note 2) or equivalent; AND
- Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute; AND
- Knowledge in application of common business software (e.g. Microsoft Word and Excel)

RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS) (Job Number: 62557BR)

Qualifications & Experience required

- Level 2 or equivalent ^(note 1) or above in five subjects in HKDSEE ^(note 2) or equivalent; OR
- Level 2 ^(note 3) / Grade E or above in five subjects in HKCEE ^(note 2) 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

Note: (1) For appointment purpose, "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.
(2) The subjects may include Chinese Language and English Language.
(3) For appointment purpose, Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 2 in Chinese Language and English Language in the 2007 HKCEE and henceforth.

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

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

Appointment will be made on contract term with Ove Arup & Partners Hong Kong Limited or Mott MacDonald Hong Kong Limited in accordance with the prevailing government's terms and conditions.

For interested applicants, please apply online via our career website at <https://www.mottmac.com/careers/search>, click "Login or Register" and search above Job Numbers on or before **2 March 2023**.

Personal data collected will be used for recruitment purpose only.

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

PROPERTY & CONSTRUCTION

Drainage Services Department
Contract No. DC/2017/05
Enhancement Works for Kwun Tong Sewage Pumping Station

Atkins China Limited invites applications for the following Resident Site Staff positions, responsible for the management and site supervision on the Enhancement Works for Kwun Tong Sewage Pumping Station. The works comprise construction of a flow balancing facility with a capacity of 16,000 cubic metres and its associated facilities; a plant house with ventilation system and landscaped deck at the roof of plant house; deodorisation facilities; and ancillary works. The works commenced in December 2017 for completion in 2023. We are now inviting applications for the following position:

Assistant Resident Engineer (Civil) (9 months duration)
(Ref No.: KTSPS_ARE(C))

Candidates should have:

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

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 candidatee please email to recruit.rss@atkinsglobal.com (with relevant reference number) for on-line application on or before 27 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.

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).

CIVIL AVIATION DEPARTMENT

Assistant Electronics Engineer
(Civil Service Vacancy)

Salary: Master Pay Scale Point 18 (HK\$37,685 per month) to Master Pay Scale Point 27 (HK\$57,395 per month).

Closing Date for Application: 3 March 2023

Tel. Enquiry: 2910 6324

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.

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ENGINEERING & TECHNOLOGY



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Water Supplies Department
Contract No. 9/WS/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 (T/ITC) / 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



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 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.



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 (T/ITC) / 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/T/ITC/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/T/ITC/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/T/ITC/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/T/ITC/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>

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ENGINEERING & TECHNOLOGY



Drainage Services Department

Contract No. DC/2018/02

Upgrading of Sewage Pumping Stations and Sewerage along Ting Kok Road

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

*Resident Senior Survey Officer (Engineering) Ref. No: RSSO(E)/13998/Water

Candidates should have:

- Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline; and
- At least 7 years' relevant post-qualification experience; or
- At least 7 years' relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or those listed in Section 4.5.2 of the "RSS Management Handbook" or those listed in Section 4.5.2 of the RSS Management Handbook.

#Resident Works Supervisor I (Civil) Ref. No: RWS(C)/13999/Water

Candidates should have:

- Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college/ a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline; or
- Completed a recognized technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; or
- 5 years' experience as a skilled worker in an appropriate discipline; and
- At least 3 years' relevant post-qualification experience; or
- At least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

*Resident Assistant Clerical Officer (Labour Relations)

Ref. No: RACO(LR)/14000/Water

Candidates should have:

- Level 2 or equivalent ^{Note 1} or above in five subjects in HKDSEE or equivalent; or
- Level 2 ^{Note 2} / Grade E or above in five subjects in HKCEE or equivalent; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel);
- Full-time working experience on personnel management or human resources related duties and preferably with post-secondary certificate on personnel management or human resources.

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

²Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

Note 1: Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

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

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

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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by **3 March 2023** to the Human Resources Department, AECOM, 12/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, NT. or email to siterecruiter-hk@aecom.com. (Please quote the REF NO. on the application letter and envelope)

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

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) – 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 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 Platform Lead

Key Responsibilities

- Reporting to Chief Digitalisation Officer, you will be responsible for delivery and maintenance of our next generation data platforms to support digital transformation for HKMA
- Manage a team of technologists with specialities in Data Platforms and Platform Engineering and provide mentorship to team members
- Act as the technical product owner of the data platforms to provide strategic influence to IT counterparts and business stakeholders to resolve conflict and prioritise features
- Lead end to end implementation of data platform projects. Manage delivery with both internal teams and external technology vendors to ensure strategical fits and long term TCO optimisation
- Promote best practices development in software engineering, streamline development process with DevSecOps model and automated testing
- Collaborate with Strategy, Product Management and Enterprise Architecture team on firm-wide architecture strategy and implement platform roadmaps to meet current and future needs of HKMA
- Keep abreast of relevant technological advancements, and development of regulatory compliance and industry best practices for continuous improvement

Requirements

- University degree in computer science, software engineering or related fields
- At least 3 years of experience in design and implementation of data platforms
- Experience in delivery of large scale data infrastructure (in scale of hundreds of TB) in a hybrid cloud environment preferred
- Good knowledge of different open source data technology, e.g. Apache Iceberg, Airflow, Spark, Flink, etc.
- Good knowledge of agile methodology and DevSecOps
- Strong technical leadership, with hands on experience in latest technology in Big Data, AI, Machine Learning and API, both commercial and open source
- Team management and problem-solving skills; self-motivated, creative and with proven track record in developing and driving firm-wide initiatives
- Ability to do researches and analyses thoroughly and resourcefully
- Strong interpersonal, communication, writing and presentation skills

Closing Date for Application: **4 March 2023.**

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



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 152 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 (T/ITC) / 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: careerrhk@binnies.com
Website: <https://binnies.com/>



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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:

Senior Manager (Human Resources)

Key Responsibilities

- Devise staff engagement strategy and implement relevant activities, inclusive of the Corporate Portal and other means
- Drive and manage the Corporate Portal's development and ongoing administration, including design, editorial and promotional work
- Lead, plan and manage the HR digital transformation to streamline the operation and improve efficiency
- Support the development and execution of strategic staff engagement initiatives, e.g. Alumni group, core values campaign, staff engagement survey

Requirements

- University degree in Human Resources Management / Business Administration / Communications / Journalism or related fields
- At least 5 years' relevant experience in employee engagement, culture building or internal communications
- Strong stakeholder engagement and resourceful
- Good interpersonal and communication skills
- A self-starter with high adaptability to changing priorities
- Excellent command of spoken and written English and Chinese

Manager (Human Resources)

Key Responsibilities

- Implement various staff engagement and communication initiatives, inclusive of the Corporate Portal and other suitable means
- Support the Corporate Portal's development and ongoing administration, including design, editorial and promotional work
- Partner with various stakeholders to coordinate and support the HR digitalisation project
- Participate in ad hoc tasks and projects as assigned

Requirements

- University degree in Human Resources Management / Business Administration / Communications / Journalism or related fields
- At least 3 years' relevant experience in employee engagement or internal communications
- Strong stakeholder engagement and resourceful
- Good interpersonal and communication skills
- Excellent command of spoken and written English and Chinese

Manager (Retail Payment Oversight)

Key Responsibilities

- Assess Stored Value Facility ("SVF") licence applications
- Perform supervision and provide support to other teams' supervision of SVF licensees and oversight of designated Retail Payment Systems ("RPSs"), in areas such as case and subject supervision (e.g. technology and payment security), complaints handling, and conduct relevant supervisory follow-ups
- Support the development and review of policies pertaining to the regulation of SVF and designated RPSs
- Support the administration of and enhancements to the division's operating systems
- Monitor and analyse international developments in relevant areas
- Support the HKMA's participation in relevant international and regional regulatory fora or standard setting bodies, with a view to securing satisfactory outcomes for the HKMA

Requirements

- University degree in economics, finance, law, IT, risk management, audit or related fields with strong academic results
- At least 3 years of experience in relevant fields, which might include experience in regulation, risk management, audit, and/or business in relevant areas
- Experience in legal documentation and/or negotiation with external parties an advantage
- Broad general knowledge, high versatility and flexibility, great attention to details, good logical and critical thinking, and a sharp and analytical mind
- Willing to keep abreast of industry developments, new businesses and emerging products
- Ability to take up challenges and proactively identify and resolve issues
- A good team player, and able to work with others to achieve objectives
- Strong presentation and communication skills
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

Associate Director (Risk Management & Compliance)

Key Responsibilities

- Support the development of responsible investment policy for the Exchange Fund in relation to environment, social and governance ("ESG") considerations. Assist in the implementation of the Exchange Fund's net zero carbon emission target
- Coordinate with internal and external stakeholders to facilitate implementation of responsible investment for the Exchange Fund
- Perform analysis of Exchange Fund's ESG profile and monitor progress of responsible investment. Support the disclosure and reporting of ESG-related information for the Exchange Fund
- Maintain relationship with international ESG organisations and keep abreast of developments in global ESG practices and disclosure standards
- Conduct ESG-related research and handle public enquiries on responsible investment of the Exchange Fund

Requirements

- University degree in finance, business, risk management, public policy/administration or related fields
- At least three years of relevant experience in financial services, investment management, risk management or related fields
- Work experience in policy/framework formulation and project coordination an advantage
- Good understanding of public funds, up-to-date responsible investment practices and ESG issues
- Excellent analytical and drafting skills, and strong research capability
- Detail-oriented, with good interpersonal and communication skills
- Good command of both written and spoken English and Chinese
- Occasional overseas travel may be required

Senior Officer (Market Outreach)

Key Responsibilities

- Drive outreach efforts to promote Hong Kong as an international financial centre, including:
 - conducting desktop research on Hong Kong's competitiveness
 - keeping the team abreast of the latest market trends and sentiment
 - assisting in formulation of market outreach strategies
 - maintaining and broadening relationship with relevant external parties
 - preparing marketing materials and meeting briefs for promotional initiatives
 - conducting analytical review on outreach efforts
- Co-ordinate webinars and physical conferences to raise Hong Kong's profile as an international financial centre, including:
 - conceptualising, organising and executing HKMA-branded events involving patronage of financial leaders around the globe
 - co-ordinating logistical arrangements for events hosted by external parties, at which HKMA representatives speak; and providing support to seniors on their attendance, e.g. speechwriting, etc.
- Support the team in other promotion, PR and ad hoc projects, and other administrative duties, as and when required

Requirements

- University degree in economics, finance, marketing, business administration or related fields
- At least 3 years of solid work experience in event or project management. Proven track record of planning and organising global scale conferences with over 200 participants
- Previous work experience in banking, asset and wealth management, business consulting, tax practices or related fields preferred
- Good market sense and ability to build relationship with internal and external stakeholders
- Good analytical, communication, interpersonal and project management skills
- Meticulous and motivated
- Knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Proficiency in English, Cantonese and Putonghua with good writing skills
- Need to work outside normal office hours as and when required

Officer (Risk Management and Compliance)

Key Responsibilities

- Compile regular reports on portfolio positions, investment performance and market risk exposures of the Exchange Fund
- Undertake quantitative analysis on portfolio performance and analyse investment return against benchmarks
- Assist in performing quantitative and qualitative risk assessment of asset allocation and tactical trading strategies
- Assist in conducting research on financial markets and peer-group practices on risk management, performance measurement and asset allocation
- Participate in projects to automate business processes and design interactive dashboards
- Support system development, testing and implementation
- Assist in other administrative or ad hoc duties as required

Requirements

- University degree, preferably in finance, risk management, accounting, statistics or related fields
- At least 2 years' relevant experience in risk management, investment accounting or related fields, preferably gained in financial institutions
- Sound knowledge of investment products such as options, futures and total return swaps. Good understanding of accounting treatment for various investment products a plus
- Conversant with Microsoft Office applications and common financial information systems such as Bloomberg
- Experience in using Macro, Tableau and UiPath a definite advantage
- Strong communication and analytical skills
- Good command of both written and spoken English and Chinese

Officer (Communications) – Public Enquiries

Key Responsibilities

- Handle enquiries from members of the public (phone and written) and related work
- Support the work of the communications function including news compilation and monitoring, media research and analysis
- Provide ad hoc support for the team as assigned

Requirements

- University degree in journalism, communications, economics, international finance / banking or related fields
- At least 3 years of hands-on experience in handling public enquiries (phone and written), experienced in customer services and complaint management
- Knowledge of finance and banking matters a plus
- Good command of both written and spoken English and Chinese, including Cantonese and Putonghua
- Good interpersonal and communication skills; patient and understanding
- A good team player and fast learner; proactive and versatile
- Able to work independently and under pressure

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

Closing Date for Application: **4 March 2023.**

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

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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.

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 for more information about the position.

HEALTHCARE



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

Resident Consultant in Emergency Medicine

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

Resident Consultant in Family Medicine

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

Resident Consultant in Paediatrics

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

Senior Human Resources Officer (Compensation & Benefits)

- Degree in Human Resources Management or equivalent
- Minimum 7 years of relevant experience in compensation & benefits in sizable companies, with at least 3 years of supervisory experience
- Act as the C&B team head and supervise a team for managing and overseeing the compensation and benefits programs, HRIS enhancement, market survey, ad-hoc projects etc.
- Well versed in Employment Ordinance and legislative requirements
- Good writing, communication and interpersonal skills
- Demonstrate initiative, motivated, detail minded and able to work under pressure and tight deadline
- Proficiency in MS Office, English and Chinese Word Processing
- Attractive remuneration and higher salary will be offered commensurate with experience from monthly salary of HK\$39,000



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

Resident Consultant / Consultant in Obstetrics & Gynaecology (Part-time)

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Obstetrics & Gynaecology
- Minimum 6 years of post graduation relevant clinical experience
- Provide clinical services in Ambulatory Medical Centre at Ngau Tau Kok
- Fluency in Cantonese and English


We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 **on or before 4 March 2023.**

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

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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 in the Hong Kong FMI Services Limited (HKFMI), a wholly owned subsidiary of the HKMA:

Senior Officer (Central Moneymarkets Unit) – Marketing

Key Responsibilities

- Collaborate with internal and external stakeholders to organize in-house and external meetings and events including webinars, roadshows and exhibitions
- Establish and maintain good relationships with external stakeholders such as key market players, industry associations and media to promote services to the financial industry
- Promote Central Moneymarkets Unit (CMU) services via different channels

Requirements

- University degree in finance, marketing or related fields
- At least 3 years of relevant work experience in B2B marketing / event management in the finance industry
- Good understanding of international/domestic bond settlement and payment system operation in Hong Kong and Mainland a plus
- Good interpersonal, communication and presentation skills
- Strong confidence in interacting with external stakeholders
- Good command of both written and spoken English and Chinese, including Putonghua
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing. Knowledge of audio and visual editing a plus

Officer (Central Moneymarkets Unit) – Marketing

Key Responsibilities

- Perform website content maintenance
- Collaborate with internal stakeholders to prepare marketing and promotional materials, such as graphics, videos and content write-up
- Handle enquiries from members of the public
- Provide ad hoc support for the team as assigned

Requirements

- University degree in finance, marketing or related fields
- At least 2 years of relevant work experience in marketing or communications in the financial industry
- Knowledge of graphic and video editing. Knowledge of Photoshop or Adobe Illustrator a plus
- Good understanding of international/domestic bond settlement and payment system operation in Hong Kong and Mainland a plus
- Good interpersonal, communication and presentation skills
- Good command of both written and spoken English and Chinese, including Putonghua
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing

Closing Date for Application: **4 March 2023.**

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

GENERAL



LEISURE AND CULTURAL SERVICES DEPARTMENT

Arts Administrator Trainee (Non-Civil Service Vacancy)

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

Closing Date for Application: 3 March 2023

Tel. Enquiry: 2601 8245

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



MARINE DEPARTMENT

Marine Manager (Non-Civil Service Vacancy)

Salary: HK\$72,225 to \$92,090 per month

Closing Date for Application: 3 March 2023

Tel. Enquiry: 2852 4889

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.

Home and Youth Affairs Bureau

Research Assistant (Non-civil Service Vacancy)

Salary: HK\$45,670 per month

Closing Date for Application: 3 March 2023

Tel. Enquiry: 3655 4403

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

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SOCIAL SERVICES

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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.: HOF0/202302)

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) Contract Accounts 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-refoulement claimants; administer and the delivery of the assistance implementation plan. (b) Provide casework, counselling, intake, referrals and crisis intervention and management for needy children, families and individuals.

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

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

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

Post (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 : isshk@isshk.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

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HONG KONG POLICE FORCE

Clinical Psychologist
(Civil Service Vacancy)

Salary : Master Pay Scale Point 27 (HK\$57,395 per month) to Master Pay Scale Point 44 (HK\$112,925 per month)

Closing Date for Application : 2 March 2023

Telephone Enquiry : 2860 3625

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.

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.



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.


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GENERAL



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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Assistant Promotion Manager / Promotion Manager

(Ref. No: AS/APM)

Working Location: North Point

Main duties and responsibility:

- To develop and implement fundraising strategies in achieving annual donation target.
- In charge of the Home's annual promotional and fundraising campaign.
- To prepare funding proposals to solicit corporate sponsorship and maintain close corporate relations.
- To be responsible for the Home's communication materials, including homepage, newsletters, corporate leaflet, annual report and other promotional materials.

Requirements:

- Degree holder in Marketing, Communications or related disciplines.
- Minimum 4-year working experience in event management, digital marketing and communications. Candidate with fundraising experience in social service organization is preferable.
- Good communication, interpersonal and presentation skills.
- Excellent command of spoken and written English and Chinese.
- A good team player with strong sense of responsibility and attentive to details.

Interested parties please send full resume with day contact telephone no., expected salary to recruit@skhshc.org.hk by e-mail or to The Chief Executive, 15/F., The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, H.K. by post not later than March 11, 2023. Applicants not interviewed by April 15, 2023 may assume their applications unsuccessful. **(Please quote ref. no and confidential on the envelope)**

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



Assistant Curator II (Art)

(Non-Civil Service Vacancy)

Salary: HK\$25,130 per month

Closing Date for Application: 2 March 2023

Tel. Enquiry: 2512 3031

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



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.

Independent Police Complaints Council

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

Legal Adviser

– Basic salary of HK\$120,520 per month, monthly cash allowance and end-of-contract gratuity

Entry Requirements

- (a) A minimum of seven years of post-qualification legal experience;
- (b) Have attained at least Level 2 or above in English Language and Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent;
- (c) Possess extensive experience in criminal law, drafting and vetting of commercial / employment contracts and statutory interpretation is preferred; and
- (d) Have good communication and interpersonal skill.

Main Duties

- (a) To render legal support to the Council, its committees, sub-committees, Members and the Secretariat in facilitation of IPCC's performance of its functions;
- (b) To initiate, organize, steer and direct projects of legal and/or strategic research, and make analysis and recommendations to the Council, its committees, sub-committees and the Secretariat in facilitation of IPCC's performance of its function;
- (c) To lead, supervise and oversee the Research Team in performing duties assigned, especially in areas of knowledge development, retention, management and transfer;
- (d) To conduct all legal actions or proceedings involving the Council or arising from the Council's work; and
- (e) To perform any duties reasonably necessarily for, incidental to or conducive to the performance of the above duties.


Remuneration and Benefits

In addition to basic salary, a monthly cash allowance of 15% of the basic salary is payable. Other fringe benefits include paid leave and medical and dental insurance. The appointment will normally be on contract terms for 3 years. Upon satisfactory completion of contract, the appointee will receive a gratuity (which includes the employer's contribution to a Mandatory Provident Fund Scheme) at 15% of the total basic salary received during the contract period.

Applications

Application forms should be downloaded from IPCC's website (<http://www.ipcc.gov.hk>). Completed forms should be sent to **Human Resources Unit, Independent Police Complaints Council, Rooms 1006-10, 10/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong on or before 27 February 2023** with the position applied for clearly marked on the envelope. Candidates should attach photocopies of the certificates of academic / professional qualifications, proof of employment records and curriculum vitae to the application form. Late applications or applications with insufficient postage will not be considered. Alternatively, candidates may submit completed application forms and the required documents via e-mail to recruit@ipcc.gov.hk by the aforesaid closing date. All personal data provided will be treated in the strictest confidence. Candidates who are not invited for interview within 8 weeks from the closing date may assume their applications unsuccessful.

IPCC is an Equal Opportunities Employer.



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.



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.

ADMINISTRATIVE ASSISTANT

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

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 **March 3, 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.





Administrative Assistant

for the AHEC Greater China/Southeast Asia Office in Hong Kong

Position Description:

Assist dynamic team with the development and implementation of AHEC's promotion program in Greater China and Southeast Asia which includes, but is not limited to following activities: seminars, trade show exhibitions, conventions, promotional events and other activities as directed, managing simple office accounts and book-keeping.

Requirements:

The successful Candidate is a university graduate(preferred) with minimum one - year related experience: event planning experience, organization skills and some knowledge of international trade and experience to manage office account/book-keeping a plus. Strong communication skills in English and Chinese(Putonghua and Cantonese required. Occasional travel to China and Southeast Asia is required.

Salary

Salary shall commensurate with qualifications and experience of successful candidate.

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

John Chan
Regional Director
AHEC SEA & GRCH
Rm 2005, 20th Floor, Tower 1, Lippo Centre, 89 Queensway, Admiralty, Hong Kong.

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



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).



Workman I

(Civil Service Vacancy)

Salary: Model Scale 1 Pay Scale Point 3 (HK\$ 14,990 per month) to Model Scale 1 Pay Scale Point 13 (HK\$ 18,320 per month)

Closing Date for Application: 3 March 2023

Tel. Enquiry: 2150 6687

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



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.



VACANCY NOTICE

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

Interested applicants should have HK Permanent ID or valid visa/permission to work in Hong Kong. Applications can be sent to Ms. Renjina Mary Varghese, Consul (Head of Chancery) along with bio data and a copy of valid Hong Kong work ID/Resident visa by 07th March 2023 at fax No. 2865 4617 or E-mail at admin.hongkong@mea.gov.in.

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

