



Anchors Academy Affiliated International Kindergarten

Anchors Academy is a unique, exciting and innovative school set on the idyllic banks of the Kam Tin River in Hong Kong. The school is a brand new 21st century campus and a forward-thinking private school that is dedicated to promoting holistic student-centered education. The campus offers state-of-the-art facilities for students to excel in all areas including Languages, STEAM, Music, Art and PE. Anchors Academy prepares students for the future.



The school is looking for dedicated and experienced teachers to join this new exciting school.

Kindergarten Teacher and Administrative Posts

1) English Class teacher (Job ref: HR2023_KG_FA02_SP)

2) Chinese Class teacher (Job ref: HR2023_KG_FA03_SP)

3) Mandarin Class teacher (Job ref: HR2023_KG_FA04_SP)

• Native language speakers, ECE degree holder, excellent interpersonal skill, energetic and passionate, teaching experience with young children aged 2-6 years old.

4) Administrative Officer cum Receptionist (Job ref: HR2023_KG_O1_SP)

5) Clerk (Job ref: HR2023_KG_O2_SP)

6) Secretary (Job ref: HR2023_KG_O3_SP)

Qualifications required:

- Relevant degree holder for all teaching posts
- Minimum 2 years' experience
- All teachers must meet the (LPR) Language Proficient Requirement/Competency

We offer attractive remuneration package and benefit.

On Board Date: Depends

To apply, please send your full CV together with copies of credentials to **The Human Resources Department, 1 Ko Po Path, Kam Tin North, Yuen Long, N.T.** or email to AAKRecruitment@anchorsacademy.edu.hk (Please mark Application Job Reference Number on your application)

Application deadline: **19 May 2023**

(Personal data provided by job applicants will be used for recruitment purposes only)

School Licence Number 62060

An DSS EMI school is now inviting applications for the following post:

2023/2024 English Panel Head (Secondary)

Requirements

- Share the school mission and values
- In possession of a Bachelor degree from a local university, or an equivalent qualification;
- In possession of a Post-Graduate Diploma / Certificate in Education, or an equivalent qualification;
- In possession of five years of acceptable teaching experience;
- Having attained an average proficiency at Level 4 of the English Language Proficiency Requirement is an advantage.

Interested parties please email detailed resume to **Pui Kiu College** (recruit@puikiu.edu.hk). Format for the subject line of the email: Name + Name of the university (Bachelor's degree) + Secondary English Panel Head



Diocesan Girls' School

拔萃女書院

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

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

Teaching Positions (2023-2024 school year):

1. Mathematics Teacher (DSE and/or A Level)

2. Geography Teacher (DSE and/or A Level)

3. English Language / English Literature Teacher (DSE and/or A Level)

4. Biology Teacher (DSE and/or A Level)

5. Visual Arts Teacher

6. Technology and Living Teacher

7. Physical Education Teacher

8. Religious Education Teacher

Requirements

- Relevant degree holder able to teach using English as MOI
- Basic Law and National Security Law Test (BLNST) requirement fulfilled
- Post 4: Required to teach Junior Science

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

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

Review of applications will commence as soon as possible and continue until **27 May 2023** or until the posts are filled, whichever is earlier. Information / Personal data collected will be used for employment purposes only.



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

United College

(1) Executive Officer I (carrying the job title of 'Senior College Development Officer')
(Ref. 2300013W) (Closing date: May 9, 2023)

The appointee will lead the Central Administration Team to support the College administration and develop various programmes in nurturing students to explore their potentials and engaging affiliated staff members in the College. Duties include (a) provision of secretarial support for the Assembly of Fellows and various committees; (b) managing the College advancement projects; (c) providing guidance to student organisations, and organising non-formal education programmes for students; (d) overseeing the College office administration and staff quarter management; and (e) other tasks as assigned. Applicants should have/be (i) a Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) at least 8 years of post-qualification executive experience; (iv) an excellent command of both written and spoken English and Chinese; (v) strong interpersonal, communication and organisational skills; (vi) self-motivated with the ability to work independently; and (vii) proficiency in computer skills and data management. Shortlisted candidates will be invited to sit for a written test. Appointment will initially be made on a 2-year contract with contract-end gratuity commencing August 2023, renewable subject to mutual agreement and good performance.

Graduate School

(2) Executive Officer I / II (carrying the job title of 'Manager / Assistant Manager')
(Ref. 2300016I) (Closing date: May 9, 2023)

Reporting to the Dean and the Administrative Head of the Graduate School, the appointee will work closely with academic units and other stakeholders to ensure consistent policy and quality control over postgraduate (PG) programmes. He/She will provide administrative and logistic support in various work areas, including but not limited to the following duties: (a) monitoring and assuring adherence to the academic requirements, policies, and regulations in collaboration with academic units; (b) managing student records and handling various academic matters; (c) co-ordinating course planning and class scheduling; (d) preparing statistical reports; (e) providing support to committees; (f) supporting office administration; and (g) assisting in special projects and other duties as assigned. Applicants should have/be (i) a Bachelor's degree; (ii) fulfilled the English language requirements as set out on the website: <http://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) at least 8 years' post-qualification executive experience, preferably with a track record of programme administration and committee support in tertiary education institutions; (iv) an excellent command of both English and Chinese (including Putonghua); (v) strong analytical and IT skills; (vi) good communication and organisational skills; (vii) a strong sense of responsibility and self-motivation; (viii) the ability to manage multi-projects independently; (ix) a solution-focused person with a logical mindset who can work under pressure and tight timelines; and (x) a good team player with good interpersonal skills and a strong sense of responsibility. Those with less but at least 3 years' post-qualification executive experience may be considered for appointment as Executive Officer II (carrying the title of 'Assistant Manager'). Shortlisted candidates will 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 satisfactory performance and mutual agreement.

Office of Research and Knowledge Transfer Services


(3) Executive Officer II(s) (Grants Management) (Ref. 2300013II) (Closing date: May 9, 2023)

The appointee(s) will be responsible for (a) managing and administering various local and non-local external research grants; (b) liaising with internal Departments/Units and external funding bodies; (c) preparing statistical reports and papers; (d) co-ordinating events; and (e) supervising supporting staff. Applicants should have (i) a good Bachelor's degree or above; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforeo>; (iii) an excellent command of written and spoken English and Chinese (including Putonghua); (iv) at least 2 years' post-qualification executive experience, preferably in research grant management at higher education institutions (experience in management of mainland China research grants will be advantageous); (v) strong organisational, analytical, problem-solving and interpersonal skills; (vi) a proactive attitude and competence in multitasking; (vii) the ability to work independently and under pressure; and (viii) strong computer literacy and knowledge of computer applications. Solid experience in writing reports and papers is preferred. Shortlisted candidates will be invited to sit for a written test. Appointment will initially be made on contract basis for up to 2 years (with contract-end gratuity for a 2-year contract), renewable subject to good performance and mutual agreement.

For posts (1), (2) and (3), 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.

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>.



醫院管理局
HOSPITAL
AUTHORITY

Vision

• Healthy People
• Happy Staff
• Trusted by the Community

Mission

• Helping People Stay Healthy

Values

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

Hospital Authority Head Office

Senior Research Scientist (Research Office)

(Ref : SEO/HO2304036/12317)

Rank
Senior Executive Officer

Office
Bureau Support, Strategy and Planning Division

Pay
HK\$90,192 - HK\$134,178 per month (including Monthly Allowance)

Job
The post-holder will be seconded to the Health Bureau, with main duties as follows:

1. Provide research, technical and analytical support to facilitate effective implementation of the Voluntary Health Insurance Scheme (VHIS), including actuarial analysis, scheme monitoring, performance analysis, review and development.

2. Conduct enforcement and monitoring analysis under VHIS, including compliance validation against the marketing materials and business practices of participating insurers.

3. Assist in the development of key performance indicators and scheme review mechanism of VHIS.

4. Undertake research and analysis for long-term development of VHIS and related initiatives.

5. Undertake compliance assessment on applications for product certification / re-certification under VHIS.

6. Perform other duties as assigned by the supervisors.

Requirements

1. A university degree or equivalent.

2. At least 7 years' post-qualification managerial experience in management function / respective profession / function of the post, of which at least 3 years' experience is in middle management / professional level (e.g. Executive Officer I or equivalent level).

3. Good command of both written and spoken English and Chinese.

Preferred Attributes/Exposure

1. A university degree in Actuarial Science or Insurance.

2. Qualified actuary to practise in Hong Kong.

3. At least 3 years' post-qualification experience in the insurance business.

4. Solid hands-on experience in performing actuarial duties and designing insurance products (such as drafting and review of insurance policy terms, benefit coverage and limits, and premium rates), underwriting, claims operations, legal and compliance, or regulatory works for the insurance sector.

5. Good understanding of economic or market issues and their impact on consumers.

6. High ability to translate actuarial research results into written recommendations.

7. Excellent communication and interpersonal skills, strong planning and organisation skills, good analytical skills and attention to details.

8. Self-motivated, open-minded, innovative, and able to manage complexity and work in a fast-paced environment.

Remarks

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

2. Appointment will be on contract terms for a period of 3 years. Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.


3. Please submit application online on or before **13 May 2023** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 7653.

General Notes

1. We support the employment of people with a disability.

2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. All information on unsuccessful candidates will be deleted from our files within 24 months.

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Institute of Innovative Biomedicine Development Office
(1) Assistant Manager / Project Officer, Institute of Innovative Biomedicine Development Office (IIBDO)
(Ref. 2300017I) (Closing date: May 16, 2023)

The appointee will (a) provide administrative and clerical support to the team and manage daily schedules and meetings for the team head; (b) assist in navigating impactful strategies to promote IIB initiatives; (c) prepare documents, such as business proposals, fund raising materials, reports, project plans, etc.; (d) assist management to build and enhance partnerships with external stakeholders, including listed and non-listed companies, non-profit and statutory bodies, startups, and industry leaders; (e) provide logistical and organisational support to the team and the Head of Office, such as meetings co-ordination, travel, activities/events organisation, etc.; and (f) perform any other duties as assigned by the supervisor or the management.

Applicants should have (i) a Bachelor's degree; (ii) good interpersonal and communication skills, and a good command of written and spoken English and Chinese (including Cantonese and Putonghua); (iii) a creative mindset and the ability to pay attention to details; (iv) proficiency in computer applications, including MS Word, Excel and PowerPoint; and (v) a diligent, mature, self-motivated and well-organised work attitude. Experience in handling administrative affairs and cross functional co-ordination with multiple stakeholders is preferred. Fresh graduates are also welcome.

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

Laboratory Animal Services Centre
(2) Veterinarian I / II (Ref. 2300017X) (Closing date: May 25, 2023)

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

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

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

The Chinese University of Hong Kong Press
(3) Technician (carrying the job title of 'Production Supervisor') (Ref. 2300018C) (Closing date: May 16, 2023)

The Chinese University of Hong Kong Press is looking for a passionate and experienced candidate to take care of the production of our publications.

The appointee is expected to have a detail understanding of all printing process and software used in the various styles of book production, and is prepared to work with the Press' Editorial, Marketing and Design Divisions. Duties include (a) printing schedule control; (b) quality control of the production of over 70 books a year; (c) liaising with editors, marketing teams, other university departments, and print and external service providers; and (d) providing administrative support, e.g. preparing monthly division reports, purchase documents, quotations, and production estimations.

Applicants should have (i) a Diploma in related studies or a Bachelor's degree; (ii) at least 5 years' relevant post-qualification work experience; (iii) a good command of English and Chinese (spoken Cantonese and Putonghua); (iv) the ability to oversee the workflow of multiple book projects and manage part-time helpers; (v) competence in using InDesign, and various production and design software; (vi) time-consciousness, patience, and attentiveness to details; and (vii) the ability to work collaboratively.

Appointment will initially be made on a 1-year contract, renewable subject to good performance and mutual agreement.

Application Procedure

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



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

Secretariat
Functional Manager
(Ref: 2300014X) (Closing Date: May 5, 2023)

The University Secretariat is seeking a suitably qualified individual to deliver services and initiatives to fulfill governance, risk and compliance requirements for the Council. The appointee will assist with management of the Council's continuous enhancement of the University's governance, and coordinate projects that relate to governance, risk and compliance activities. The appointee is also required to carry out other related job duties as assigned by the Vice-President (Administration) and University Secretary or his deputy.

Applicants should have (i) a good Bachelor's degree; (ii) at least seven years' relevant post-qualification work experience; (iii) excellent command of spoken and written English and Chinese; (iv) strong communication, problem solving and analytical skills; and (v) the ability to work independently and under pressure. Experience in governance or administrative management in the public sector, especially in tertiary institutions, and a solid understanding of governance, risk and compliance framework and processes will definitely be advantageous.

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


Application Procedure

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

Be the first in town to reach elite career seekers


T: 2565 8822
E: classified@scmp.com

Classified Post



香港科技大學

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY



Information Technology Services Center

Associate IT Specialist / IT Specialist (Job ID: 8708)

The Information Technology Services Center (ITSC) of Hong Kong University of Science and Technology (HKUST) is responsible for developing and managing the IT infrastructure of the University and championing the wise use of IT for teaching and learning, administration as well as the High Performance Computing (HPC) services to support the computing needs of HKUST researchers.

The University is planning to establish a new HPC data center adopting liquid immersion cooling technology in supporting research activities that leverage heavily on AI / ML / Deep Learning (DL) solution. We are looking for a high-caliber individual to fill the position of Associate IT Specialist/ IT Specialist. The appointee is a core member of the Research Computing team, responsible for the system administration and the day-to-day management/support of the HPC clusters. These include operating system management (Ubuntu / CentOS); computing resources management & job scheduling; administration of the parallel file system and the InfiniBand network fabric; programming automation in system management, monitoring and utilization reporting; security and patch management; support of HPC software applications/packages; user support for researchers including programming support and consultancy; liaison with IT vendors. The appointee will also be involved in the planning and development of our expanding HPC infrastructure to support the accelerating computational need in AI/ML/DL areas.

Applicants should have a bachelor's degree in Computer Science, Information Technology, or a related field and preferably with work experience in Linux system administration and project management, and with some understanding of computer cluster infrastructure. Related work experience in an HPC environment, with sound knowledge of HPC software/hardware would be a definite advantage. Applicants should have a good command of written and spoken English and Chinese, strong analytical and problem-solving ability, and good communication skills. They should be able to show good teamwork with self-initiation. Applicant with less experience or qualifications may be considered the position of Associate IT Specialist. (Duration: 2 years, renewable)

(Applicants who have responded to the previous advertisement need not re-apply.)


Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided. A gratuity will be payable upon successful completion of contract.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Friday, 19 May 2023**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

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

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



YMCA of Hong Kong Christian College

港青基信書院

Vacancies for 2023

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:

TEACHING POSITIONS (August 2023)

■ CHINESE TEACHER (SUPPLY TEACHER FOR 1 YEAR)

• Bachelor's degree in Chinese or relevant subject area

• PGDE or equivalent qualification

• Putonghua Language Proficiency or equivalent qualification

• Knowledge of the Cambridge IGCSE Chinese syllabus an advantage

■ HUMANITIES TEACHER

• Bachelor's degree in Religious Studies / History or relevant subject area

• PGDE or equivalent qualification an advantage

• Experience in teaching Religious Studies and/or History an advantage

■ SCIENCE & PHYSICAL EDUCATION TEACHER

• Bachelor's degree in Science and/or Physical Education or relevant subject area

• PGDE or equivalent qualification an advantage

• Experience in teaching Physical Education and junior form Integrated Sciences an advantage

■ TEACHING ASSISTANTS - CHINESE / HUMANITIES / MATHEMATICS / SCIENCE

• Bachelor's degree in a relevant discipline

• PGDE or equivalent qualification an advantage

• Experience of classroom teaching and/or supervision an advantage

NON-TEACHING POSITIONS

■ CAREERS & HIGHER EDUCATION COUNSELLOR

• Bachelor's degree holder in related discipline

• Practical knowledge of local and overseas university application processes required

• Experience in higher education and careers counselling preferred

• Excellent communication skills in English and Chinese, both oral and written

■ OFFICE CLERK (April 2023)

• Completed secondary education

• Good in both spoken & written English and Chinese

• Diligent and with a pleasant personality; good manners and communication skills

• Able to work independently and as part of a team

• Proficient in MS Office

• Experience working in a school environment a definite asset

■ STUDENT ACTIVITIES OFFICER (August 2023)

• Support the organization and implementation of the programme of extra-curricular activities

• Support students participating in sporting competitions

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 **12th May, 2023**. Please state the position applied for.

Address : 2 Chung Yat Street, Tung Chung, Hong Kong

Telephone : 2988 8123 Fax : 2988 2000

EDUCATION BUREAU
Non-Civil Service Vacancy

Part-time Curriculum Support Officer (Chinese Language Education) (EDB/CDI/301/23)

Salary : \$450 per hour (Contract Period: 1 year)
(Required to work 16 hours per week)

Closing Date for Application : 19 May 2023

Telephone 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


Part-time Assistant Operation Officer (Central Compliance) (EDB/EI/302/23)

Salary : \$230 per hour (Contract Period: 1 year)
(Required to work 14 hours per week)


Closing Date for Application : 19 May 2023

Telephone Enquiry : 2892 6342

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.



Classified Post




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

1. English Language Teacher (Secondary/Primary)
2. Native French Speaking Teacher (Secondary)

(Experience in teaching DELF classes an advantage)

As a Direct Subsidy School pioneering in global education, we are expanding our language, arts and STEM programmes and are inviting applications for the above posts for 2023/2024. **We offer all staff one incremental salary point higher than the Master Pay Scale with upgraded staff welfare benefits.** Please send application to St. Margaret's Co-educational English Secondary and Primary School via Email (recruitment@smcesps.edu.hk). (Information submitted will be used for recruitment purpose only.)



The True Light Middle School of Hong Kong (K/G)


Native-speaking English Teacher

• Native English Speaker

• To plan, prepare and deliver curriculum in a fun and informative way to young children

• Work in collaboration with other teachers

Interested parties please send your resume and application letter to tlmskg.recruit@yahoo.com



崇真小學 幼稚園

Tsung Tsin Primary School and Kindergarten

We are an established private primary school and kindergarten looking for **Native English Teachers** to join our strong NET teaching team in September 2023. All applicants should send a cover letter with a full resume to the Principal of Tsung Tsin Primary School and Kindergarten School at 58 Tai Po Road, Kowloon or by email to secretary@tspksg.edu.hk on or before 15th May 2023.

Requirements:

• a native-speaker of English;

• a degree holder, a TEFL/TESL holder and preferably holds a PGDE/PGCE;

• an LPAT holder an advantage;

• have at least 2 years of teaching experience (K/G or primary school level);

• be familiar with the Hong Kong education system;

• preference will be given to applicants with experience in teaching English as a second/foreign language.

Salary Scale and Benefits:

• the salary is linked to the government's Master Pay Scale. Salary will commensurate with qualifications and experience;

• medical subsidies will be provided;

• tuition subsidies will be offered to staff whose children enrol in our school.

Evangel College (a DSS Through Train School) is looking for independent and professional candidates to fill the following positions:

Primary English Teacher / Secondary English Teacher / Native-speaking English Teacher


• Willing to serve primary / secondary/both primary and secondary students.

• A relevant degree, plus preferably training in education and experience of using language arts to teach English.

Please apply to **The Principal, Evangel College, No. 7, Chi Shin Street, Tsung Kwan O, N.T. before 14th May.** (Please write down "Application for Primary English Teacher/ Secondary English Teacher / Native-speaking English Teacher" on the envelope)


Fax: 2366-1732, E-mail: career@evangel.edu.hk

Personal data collected will be used for recruitment purpose only.



聖保羅男女中學

ST. PAUL'S CO-EDUCATIONAL COLLEGE



TEACHER AND SUPPLY TEACHER REQUIRED

St. Paul's Co-educational College offers dual curricula - the Diploma of Secondary Education (DSE) curriculum and the International Baccalaureate Diploma Programme (IBDP). As a Direct Subsidy Scheme (DSS) school, SPCC enjoys flexible allocation of funding and resources. These allow it to recruit additional teachers to increase pedagogical effectiveness, provide diverse student programmes, reduce class size and reduce student-teacher ratio. SPCC offers an attractive remuneration package including staff medical scheme, school-based promotion system and professional development opportunities for high-calibre applicants passionate about teaching.

We are inviting applications to fill the following posts:

A. Teaching Staff (in September 2023)
Teacher of Chinese
Requirements:

• A relevant degree and preferably a recognized teacher training qualification

• EDB's Language Proficiency Requirement (LPR) to teach subjects in Putonghua fulfilled

• Basic Law and National Security Law Test (BLNST) requirement fulfilled

• Ability to teach Chinese History and DSE Chinese Language curriculum preferred

B. Supply Teacher (May to middle of June 2023)
Teacher of Physics
Requirements:

• A relevant degree and preferably a recognized teacher training qualification

• EDB's Language Proficiency Requirement (LPR) to teach subjects in English fulfilled

• Ability to teach both DSE and IBDP curriculum would be an advantage

Salary will be commensurate with qualifications and experience. Applications must be sent to: **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong**, or email to recruit@spcc.edu.hk. 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 only used for employment related purposes.

Looking for high-flyers?


Here's the perfect platform for you

T: 2565 8822
E: classified@scmp.com

Classified Post

Get ahead

Classified Post provides the latest industry news and a wide range of jobs to keep you on top



Classified Post

ENGINEERING & TECHNOLOGY

RLB

利比

Rider

Levett

Bucknall

RESIDENT SITE STAFF

required for the following post to work for construction project for Architectural Services Department

Contract No.	Project Title	Location of Project	Work Location
PI G517 & SS J507	Construction of a Swimming Pool Complex and Open Space in Area 107, Tin Shui Wai	Tin Shui Wai, New Territories	Site Office

Resident Assistant Clerical Officer (Labour Relations)

Minimum Qualification and Experience Requirements :-

- Attaining five subjects at grade 'E' or above in the Hong Kong Certificate of Education Examination (HKCEE) (including Chinese, English (Syllabus B) and Mathematics) or equivalent; and
- Good command of both oral and written English and Chinese; 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

Remarks

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

(ii) a combination of **FIVE** – Level 2 in New Senior Secondary subjects / "Attained" in a maximum of two Applied Learning Subjects / Grade E in Other Language subjects including Chinese Language and English Language at Level 2 and Mathematics at Level 2 in Compulsory or Extended Parts or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) are accepted administratively as comparable to the required qualifications.

The employment will be on contract basis for a period of twelve months.

Salary commensurate with qualifications. Please apply in strict confidence on or before 12 May 2023 by post or e-mail enclosing full resume, copy of testimonial from previous employer, copy of Certificate qualification, present and expected salary to the HR & Personnel Department, Rider Levett Bucknall Limited, 15/F Goldin Financial Global Centre, 17 Kai Cheung Road, Kowloon Bay, Hong Kong or e-mail to personnel@hk.rlb.com

All information received will be kept in strict confidence and only for employment-related purposes.

駐地盤人員是為以下由建築署轄下的建築工程項目工作而招聘的

合約編號	工程名稱	工程地點	工作地點
PI G517 & SS J507	天水圍107區泳池及休閒空間	天水圍, 新界	地盤辦公室

駐地盤助理文書主任 (勞資關係)

最低資格及最少工作經驗要求:-

- 在香港中學會考, 考獲五科E級或以上成績(包括中國語文科、英國語文科 [課程乙] 及數學科)或具備同等學歷;
- 良好的中英文會話和書寫能力; 及
- 僅使用一般商業電腦軟件 (如文書處理及試算表軟件); 及
- 有全職人事 / 人力資源管理工作的相關經驗, 持有人事 / 人力資源管理專上教育證書優先

備註

(i) 2007年以前的香港中學會考的中國語文科及英國語文科(課程乙)所考獲的E級成績亦接受等同於2007年後的香港中學會考的中國語文科及英國語文科所考獲的第二級成績。

(ii) 香港中學文憑考試 (HKDSEE) 五科考試成績 – 新高中科目考試成績第2級 / 應用學習科目考試成績“達標” (最多計算兩科) / 其他語言科目考試成績E級, 包括中國語文與英國語文考試成績第2級及數學必修或選修部分考試成績第2級, 可在行政上接納為等同於以上之入職條件。

合約形式聘用, 以12個月為期限。

薪金按申請人的學歷及工作經驗釐定。申請人可以於2023年5月12日或之前將個人履歷、工作及學歷證明副本, 連同現時及期望的薪金等資料郵寄到利比有限公司, 香港九龍九龍灣啟祥道17號高銀金融國際中心15樓, 人力資源及人事部, 或電郵到personnel@hk.rlb.com均可

所有收集回來的資料只作招聘用途, 絕對保密

PROPERTY & CONSTRUCTION

SNC • LAVALIN

ATKINS

Member of the SNC Lavalin Group

Drainage Services Department

Contract No. DC/2018/11

Upgrading of Central and East Kowloon Sewerage – Phase 3

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

Resident Works Supervisor I (Ref No.: UCEKS3_RWSI)

Candidates should have:

- Certificate from a Construction Industry Council / Hong Kong Institute of Construction / Hong Kong Polytechnic / Polytechnic University, the Hong Kong Institute of Vocational Education or a technical institute / college or equivalent in an appropriate discipline; or
- Completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or
- Five years' experience as a skilled worker in appropriate discipline; and
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above; 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.

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

Interested candidates please email to co@dc201811.com.hk (with relevant reference number) for on-line application on or before 19 May 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.

snclavalin.com

atkinsglobal.com

10+ years

contract company

experience

SNC • LAVALIN

ATKINS

Member of the SNC Lavalin Group

Drainage Services Department

Contract No. DC/2018/11

Upgrading of Central and East Kowloon Sewerage – Phase 3

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

Resident Clerical Officer (Ref No.: UCEKS3_RCO)

Candidates should have:

- Level 2 or equivalent or above in five subjects in HKDSEE or equivalent; or
- Level 2 / Grade E or above in five subjects in HKCEE or equivalent; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel); and
- The language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent; and
- At least 6 years' relevant post-qualification experience; or
- At least 6 years' relevant experience as Resident Assistant Clerical Officer or equivalent in public works projects.

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

Interested candidates please email to co@dc201811.com.hk (with relevant reference number) for on-line application on or before 12 May 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.

snclavalin.com

atkinsglobal.com

10+ years

contract company

experience

binnies

Enhancing lives, communities and the environment

Water Supplies Department

Contract No. 8/WSD/22

Conversion from Fresh Water to Salt Water for Flushing – Stage 1

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for WSD Contract No. 8/WSD/22 – Conversion from Fresh Water to Salt Water for Flushing – Stage 1. The scope of works includes laying of water mains, utility diversions and reinstatement of road, affected landscaping & other works areas associated with these works. The works are scheduled to commence in May 2023 for completion in October 2024.

1. RESIDENT ENGINEER (Ref: SWC/RE/311/2023)

Candidates should be a Corporate Member of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline

2. ASSISTANT RESIDENT ENGINEER (Ref: SWC/ARE/312/2023)

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: SWC/RIOW/313/2023)

Candidates should have a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical institute or college (TI/TC) / Hong Kong Polytechnic university / polytechnic (Poly) or equivalent in an appropriate discipline; and (a) at least 8 years' relevant post-qualification experience; or (b) at least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

4. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: SWC/RAIOW/314/2023)

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

5. RESIDENT WORKS SUPERVISOR I (Ref: SWC/RWSI/315/2023)

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

6. RESIDENT SURVEY OFFICER (QUANTITY) (Ref: SWC/RSO(Q)/316/2023)

7. RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: SWC/RSO(E)/317/2023)

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

8. RESIDENT ASSISTANT CLERICAL OFFICER (Ref: SWC/RACO/318/2023)

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

Remarks:

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for position (3) – (4) and (6) – (8).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for position (5).

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

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

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

Human Resources Department

Binnies Hong Kong Limited

43/F, AIA KOWLOON TOWER, 100 HOW MING STREET, KWUN TONG, HONG KONG

or via fax: 2693 1231 or via email: careerhk@binnies.com

Website: <https://binnies.com>

binnies

Enhancing lives, communities and the environment

Binnies Hong Kong Limited is now seeking applicants for Waterworks Inspector post to perform inspection to the internal plumbing water system for buildings/properties.

Waterworks Inspector

Responsibilities:

- Carry out the inspection and reporting of the internal plumbing water systems within the buildings/properties in Hong Kong
- Liaise with the building/property owners or management offices before and during the inspection
- All other tanks relate to the inspection works

Requirements:

- Licensed plumber with minimum 3 years relevant post qualification experience, or
- Minimum qualification equivalent to RSS Works Supervisor I, and
- Minimum of 3 years relevant post qualification experience in laying water mains in Hong Kong

Personal information contained in applications received will be used for employment-related purposes and, in respect of the successful appointee only, also for business-related purposes. Please send full resume, availability, present and expected salaries and daytime contact telephone number 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>

BANKING BONANZA

Classified Post always delivers solid earning power jobs

Invest with us for blue chip appointments

Classified Post

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.

Candidate who has been invited for Resident Site Staff interview after 30 November 2022 do not need to apply for the same rank.

SENIOR RESIDENT ENGINEER (Civil/Contract) (Job Number: 63979BR)

Qualifications & Experience required

- Corporate Membership of the Hong Kong Institution of Engineers in an appropriate discipline elected after 5 December 1975, or equivalent; AND
- At least 5 years of relevant post-qualification experience

RESIDENT ENGINEER (Civil/Contract) (Job Number: 63982BR)

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/Structural/Tunnel/Bridge/Programme) (Job Number: 63984BR)

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 LANDSCAPE ARCHITECT (Job Number: 63985BR)

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

ASSISTANT RESIDENT QUANTITY SURVEYOR (Job Number: 63986BR)

Qualifications & Experience required

- Degree from University in Hong Kong or equivalent in an appropriate discipline; AND
- At least 3 years of relevant post-qualification experience

RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Job Number: 63987BR)

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

RESIDENT SURVEY OFFICER (ENGINEERING) (Job Number: 63990BR)

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 (BIM/Draughting/IT) (Job Number: 63991BR)

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 BIM operation, draughting work or IT discipline will be an advantage

RESIDENT INSPECTOR OF WORKS (Civil/Structural/Tunnel) (Job Number: 63992BR)

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

RESIDENT ASSISTANT INSPECTOR OF WORKS (Civil/Structural/Tunnel) (Job Number: 63993BR)

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

RESIDENT WORKS SUPERVISOR I (Civil/Structural/Tunnel) (Job Number: 63994BR)

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 II (Civil/Structural/Tunnel) (Job Number: 63995BR)

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 CLERICAL ASSISTANT (Job Number: 63997BR)

Qualifications & Experience required

- Completion of Secondary 4 with subjects studied including Mathematics, 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)

All of the above technical and clerical ranks (except Resident Works Supervisor I and II (RWSI and RWSII) and Resident Clerical Assistant (RCA)) 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.

For RCA, a level of proficiency in Chinese and English Languages equivalent to Secondary 4 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 **12 May 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.



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Office of Research and Knowledge Transfer Services

Technology Liaison Officer (carrying the job title of 'Innovation and Impact Development Manager')

(Ref: 23000164) (Closing date: May 14, 2023)

The appointee will be responsible for (a) fostering and facilitating knowledge/technology transfer/entrepreneurship of the University's innovations and technologies; (b) liaising with Faculties, researchers, and external partners to explore knowledge transfer and impact development opportunities and entrepreneurship through commercialisation and partnership; (c) assisting in driving new initiatives in knowledge transfer and impact development; and (d) conducting ad-hoc projects and other administrative tasks as assigned by Director.

Applicants should have (i) a PhD degree in the Biomedical Science, Engineering, or Bioengineering-related disciplines from a recognised university; (ii) at least 2 years of experience, of which at least 1 year's post-doctoral experience; (iii) strong organisational, analytical, and problem-solving skills; and (iv) excellent interpersonal and communication skills. Experience in knowledge/technology transfer and impact development would be advantageous. Shortlisted candidates will be invited to sit for a written test.

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

Application Procedure

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



Drainage Services Department
Agreement No. CE47/2016(DS)

Rehabilitation of Underground Sewers and Drains – Investigation, Design and Construction

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff post for construction of the Agreement No. CE47/2016 (DS), Rehabilitation of Underground Sewers and Drains. (DC/2019/04, DC/2020/08, DC/2020/09 & PR/2021/03-12) The works of the Agreement include rehabilitation and condition survey of some stormwater drains, sewers and associated manholes throughout the territory of Hong Kong.

1. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: R&R/RAIOW/330/2023)

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

- (a) 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.

2. RESIDENT SURVEY OFFICER (QUANTITY) (Ref: R&R/RSO(Q)/331/2023)

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

3. RESIDENT WORKS SUPERVISOR I (Ref: R&R/RWSI/332/2023)

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

4. RESIDENT WORKS SUPERVISOR II (Ref: R&R/RWSII/333/2023)

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

5. RESIDENT ASSISTANT CLERICAL OFFICER (PUBLIC RELATIONS) (Ref: R&R/RACO(PR)/334/2023)

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

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 Development Bureau.

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for positions (1) - (2) and (5).

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

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

The incumbents of all 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>

Be the first in town to reach elite career seekers

T : 2565 8822
E : classified@scmp.com



Get ahead

Classified Post provides the latest industry news and a wide range of jobs to keep you on top




Classified Post

readers are confident, competent and career-oriented

T : 2565 8822 E : classified@scmp.com



GOVERNMENT APPOINTMENTS



食物環境衛生署
Food and Environmental
Hygiene Department

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

Laboratory Assistant (Salary: HK\$13,215 per month)

Entry Requirements: Candidates should have:
(a) completed Secondary 3, or equivalent;
(b) attained a level of proficiency in English Languages equivalent to Secondary 3 standard and in Chinese Language equivalent to Primary 6 standard; and
(c) at least one year's relevant laboratory experience.

Duties:
(a) To assist in simple sample preparation work as instructed by the professional and technical staff;
(b) To undertake general housekeeping work such as cleansing and tidying up the laboratory area and cleansing of laboratory apparatus;
(c) To assist in the receipt, storage and disposal of samples, chemicals, compressed gas cylinder and testing equipment;
(d) To assist in the preparation of simple reagents;
(e) To assist in carrying out laboratory tests; and
(f) To carry out other duties assigned by supervisors.

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

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


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

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

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

Closing Date for Application: 9 May 2023

General Notes:
(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
(b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
(c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
(e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
(f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
(g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates to the above contact address **by post** in strict accordance with the stipulated timeframe (**i.e. on or before 16 May 2023 on proof of postmark**).
(h) Non-civil service vacancies information contained in this column is also available on the Internet web sites of the GovHK (<http://www.gov.hk>) and Food and Environmental Hygiene Department (<http://www.fehd.gov.hk>).
(i) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.



HONG KONG MONETARY AUTHORITY

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

Lead IT Security Engineer

Key Responsibilities

- Execute the strategic cyber security programme, ensure evolving threat landscapes are adequately addressed without impeding business needs
- Develop and maintain IT security architecture to support multiple core platforms for the digital transformation projects of the HKMA
- Provide security advice to IT infrastructure and application counterparts in concluding security designs and related security infrastructure roadmaps
- Support security best practices development in software engineering, and streamline development process with DevSecOps model and automated testing
- Keep abreast of cyber security threat, cyber security intelligence and relevant technological advancements, and development of regulatory compliance and industry best practices for continuous improvement
- Perform security risk assessment on IT systems and investigation of cyber security incidents
- Manage the continuing cyber security awareness and training programme

Requirements

- University degree in information system security, cyber security, computer science, engineering or related fields
- At least 3 years of experience in IT security areas, including security strategy development, security operations, and security risk assessments
- Possession of certification in CISSP / CISA / CISM preferred
- Experience in leading security solutions implementation in enterprise environment
- Experience in security solutions implementation in private / public / hybrid cloud environment preferred
- Knowledge of agile methodology and DevSecOps
- Knowledge of the HKSAR Government's security policy and guidelines an advantage
- Ability to do research and analyses thoroughly and resourcefully
- Experience in client facing role or management consultancy experience preferred
- Good interpersonal, communication, writing and presentation skills

Manager (Banking Supervision)

Key Responsibilities

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

Requirements

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

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

Closing Date for Application for the posts of Lead IT Security Engineer and Manager (Banking Supervision): **20 May 2023**.

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

Associate Director (Fixed Income)

Key Responsibilities

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

Requirements

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

Senior Officer (Private Markets)

Key Responsibilities

- Communicate with investment managers, fund administrators and internal parties for cash flow reconciliation and return calculation
- Cash flow processing and checking
- Preparation of investment performance reports
- Support the HKMA's digitalisation initiatives such as data management and data analytics
- Manage the budget for the team and prepare procurement applications
- Collaborate with internal departments and external parties on tasks related to risk management and compliance, finance and settlement, and audit
- Coordinate with internal departments to perform all tasks according to the prescribed guidelines

Requirements

- University degree
- At least 3 years of relevant experience preferably in fund administration industry
- Good attention to details and high levels of accuracy
- Good communication skills and a good team player
- Good command of both written and spoken English and Chinese

Closing Date for Application for the posts of Associate Director (Fixed Income) and Senior Officer (Private Markets): **13 May 2023**.

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

Get ahead
Classified Post provides the latest industry news and a wide range of jobs to keep you on top

YOUR RELIABLE PARTNER



With over 40 years' recruitment experience, Classified Post is the definitive platform for recruiting talent in town

Looking for talent?
T : 2565 8822 E : classified@scmp.com



Be the first in town to reach elite career seekers

T : 2565 8822 E : classified@scmp.com



GOVERNMENT APPOINTMENTS


Classified Post always delivers solid earning power jobs

Invest with us for blue chip appointments

BANKING BONANZA



Classified Post



HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong. There is now an excellent opportunity for eligible candidates to apply for the following position in the Hong Kong FMI Services Limited (HKFMI), a wholly owned subsidiary of the HKMA:

Systems Analyst (Information Technology)

Key Responsibilities

- Perform functional, technical and database design of business application systems
- Perform application and web programming
- Assist in user acceptance test and quality assurance assignments for financial application systems
- Prepare technical and programming documentation

Requirements

- University degree, preferably in computer science, business information systems, information technology, business administration or related disciplines
- Solid programming experience in .NET, Java, PHP, shell script, JSON and XML
- Solid technical knowledge and experience in Oracle and MySQL database programming
- Solid experience in testing application systems, e.g. preparing test plans / test cases and managing testing activities
- Knowledge of various operating systems, cloud computing, open API and RPA solution an advantage
- Knowledge of Crystal Report, IBM WebSphere, IBM MQ, IBM Sterling Connect:Direct an advantage
- Good command of both English and Chinese, including Cantonese and Putonghua
- Good interpersonal and communication skills

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

Closing Date for Application: **13 May 2023.**

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



HONG KONG MONETARY AUTHORITY

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

Assistant Manager (Market Outreach)

Key Responsibilities

- Drive outreach efforts to promote Hong Kong as sustainable finance centre, including:
 - 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
- Co-ordinate webinars and physical conferences to raise Hong Kong’s profile as a sustainable 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, business administration or related fields
- Experience in corporate banking, business consulting or ESG practices. Previous work experience in sustainable finance or ESG consultancy or related fields preferred
- Experience in planning and organising global scale conferences with over 200 participants
- Established relationship with asset managers and financial institutions
- Good market sense and ability to build relationship with external stakeholders
- Good analytical, communication, interpersonal and project management skills
- Meticulous and motivated
- Proficiency in English, Cantonese and Putonghua with good writing skills

Closing Date for Application: **20 May 2023.**

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



香港特別行政區立法會
LEGISLATIVE COUNCIL
OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

LEGISLATIVE COUNCIL SECRETARIAT

Assistant Legal Adviser

The Legislative Council Secretariat (“the Secretariat”) is looking for high calibre lawyers for appointment as Assistant Legal Adviser in its Legal Service Division. Under the supervision of The Legislative Council Commission, the Secretariat’s mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council (“LegCo”), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

Main duties

The Legal Service Division of the Secretariat provides independent legal advice and support to LegCo and its committees. It is directly accountable to The Legislative Council Commission and professionally independent from the rest of the Secretariat. Its work covers a wide range of areas of private and public law, including constitutional and administrative law, Basic Law issues and judicial reviews on matters involving the legislature. The main duties of an Assistant Legal Adviser include:

- (a) assisting in the scrutiny of bills and subsidiary legislation and examination of the legal aspects of public policies and inquiries into matters of public interest;
- (b) advising LegCo Members on the interpretation of the Rules of Procedure and other matters relating to the business of LegCo; and
- (c) providing in-house legal service and support to The Legislative Council Commission and the Secretariat.

Subject to the Secretariat’s operational needs, appointees may be required to work outside normal office hours.

Entry requirements

Candidates should:

- (a) either be admitted as a barrister or solicitor of the High Court in Hong Kong under the Legal Practitioners Ordinance (Cap. 159);
- (b) have at least six years’ post-call experience as a barrister or four years’ post-admission experience as a solicitor in Hong Kong;
- (c) have an excellent command of written and spoken Chinese and English; and
- (d) have very good communication and interpersonal skills.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The starting salary is \$120,520 per month, increasing by four annual increments to \$138,855. There is also a monthly cash allowance for the rank of Assistant Legal Adviser (the current rate is \$12,265 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer’s contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

The Secretariat only accepts online applications for the above position. Applicants should apply online at <https://www.legco.gov.hk/en/about-legco/career-opportunities.html> on or before 9 June 2023.^{Note} Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview or written test within eight weeks from the closing date may assume their applications unsuccessful.

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the LegCo website (<http://www.legco.gov.hk>).

^{Note} Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.

Be the first in town to reach elite career seekers

T : 2565 8822 E : classified@scmp.com

Classified Post



BUILD YOUR CAREER

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

Count on us for your perfect career foundation

Classified Post

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 position in the Fintech Facilitation Office (FFO):

Manager – Fintech and Innovation

Key Responsibilities

- Lead the development of innovative projects, including CBDCs and other fintech initiatives
- Monitor and prepare regular updates on international and domestic technology trends and developments on CBDCs and other key fintech initiatives
- Develop strategic partnerships with the financial industry to ensure successful adoption of projects and initiatives
- Prepare highly comprehensible proposals, reports, presentation materials, publications and other project documents in English and/or Chinese on fintech related topics
- Provide support on fintech projects, including vendor management, promotion, policy development, system design and technical analysis
- Collaborate with academia in the research and adoption of fintech initiatives
- Provide support and attend industry meetings and events

Requirements

- University degree, preferably in finance, business, computer sciences or other related disciplines
- At least 3 years of solid working experience in innovation-related projects with business, policy or technical roles. Project management experience in emerging technologies an advantage
- Good knowledge of the latest development in the fields of fintech, finance and banking
- High proficiency in developing impactful presentations and infographics within a short time span
- Self-motivated and attention to details
- Good communication and interpersonal skills
- Excellent command of both written and spoken English and Chinese, proficiency in Putonghua a plus

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

Closing Date for Application: **20 May 2023.**

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



HONG KONG MONETARY AUTHORITY

The Hong Kong Monetary Authority (HKMA) is charged with the responsibility for maintaining the stability and integrity of the monetary and financial systems of Hong Kong.

The HKMA currently embarks on a multi-year IT Transformation Programme for the renewal and upgrade of major technology infrastructure of the HKMA. It aims to provide the HKMA with a smooth and efficient IT operating environment, and ensure the robustness and safety of the technology solutions in view of the technological development and security risks.

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

Product Manager

Key Responsibilities

- Product Strategy Design and Product Backlog Management - Define and maintain our digital product roadmap based on internal user's expectations, compliance policies and cutting-edge technology development
- Cross-departmental Requirements Prioritisation - Engage stakeholders across multiple business areas through clear communication; manage their understanding, expectations and involvement; resolve conflicting priorities and requirements
- Business Requirement Break-down - Identify and analyse complex business problems into solution-driven actions that can be shipped iteratively
- Product Implementation and Delivery - Partner with internal technology teams and external technology vendors to deliver products for serving the banking industry and internal HKMA users
- Product Ownership - Be accountable for each stage of development process and the final product, help drive the product decisions to align with company-level initiatives


Requirements

- University degree in business, operations, or related fields
- At least 3 years of experience in technology, operations or business transformation
- Knowledge of user needs, gathering requirements, and defining scope. Relevant consulting experience is highly preferable
- Hands on experience in product management, system engineering, hardware engineering, or technical product/program management is preferable
- Demonstrated experience delivering technical programs or products from inception to delivery is preferable
- Strong stakeholder management and problem-solving skills; self-motivated, creative and with proven track record in developing and driving firm-wide initiatives
- Strong interpersonal, communication, writing and presentation skill

Closing Date for Application: **13 May 2023.**

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

GENERAL



Assistant Board Relations Manager/ Administration Headquarters (REF: DH(HR)/ABRM/SCMP)

Location: Sheung Wan

Roles & responsibilities:

- Undertake the logistics of external networking activities of the Board to build up good relations with government bureaux and associate organizations;
- monitor the arrangement and coordination of the Group's ceremonial functions for the promotion of services and enhance the exposure of the Board;
- manage the overseas courtesy visits and pleasure tours of the Board to establish good networking with relevant government officials and counterparts and strengthen relationship building among Directors;
- provide support in arranging community participation of the Chairman and the Board to fulfil public expectation on the Board and enhance the exposure of the Group;
- oversee the provision of general support services to Divisions at the Administration Headquarters such as menial, pool car, receiving and dispatching services; and
- supervise subordinate staff to ensure smooth and effective operation of the Section.

The ideal candidate should have/be:

- A recognized degree or equivalent;
- at least Grade D in English Language (Syllabus B) and Chinese Language in the HKCEE or equivalent;
- at least 4 years' post-qualification administration experience preferably in event management;
- proficiency in English and Chinese including Putonghua; and
- excellent communication and interpersonal skills.

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

Compensation & employment terms:

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


Application:

Please send your resume and a completed application form [F601(n)] with indication of your current and expected salaries to the Head of Human Resources Division, Tung Wah Group of Hospitals at 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong by **22 May 2023**. Application forms are obtainable in person or can be downloaded from <http://www.tungwah.org.hk>. **The reference code should be marked both in the letter and on the envelope.** Underpaid mail items will not be accepted by Tung Wah. For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting. Personal data provided by applicants will be used strictly for recruitment purpose only and in accordance with the Tung Wah's personal data policy. Applicants not invited to attend an interview by 31 August 2023 may assume that their applications are unsuccessful.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER



Meaningful Work, Meaningful Life 有意義的工作, 活出更有意義的人生



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:

Assistant Manager - Data Engineer / Graduate Data Engineer

Key Responsibilities

- Build distributed and highly parallelised data processing pipeline which processes massive amount of data (both structured and unstructured data) in batch and near real-time
- Enrich and transform corporate data to enable searching, data visualization, and advanced analytics under continuous delivery model
- Work closely with data scientists and business stakeholders to develop analytics models
- Automate processes where possible, and repeatable and reliable
- Work closely with Architects, Platform Engineers and Product Management to deliver software in a continuous delivery environment

Requirements

- University degree
- Experience with data processing in large scale enterprise environment
- Experience in Data Lake Framework (Apache Hudi / Iceberg / Delta Lake) and Data Processing technologies (Apache Spark and Airflow)
- Experience in software development with Agile methodology, continuous integration and automated releases
- Experience of implementing data security capabilities such as encryption, anonymization
- Solid grounding in financial service
- Exceptional programming skills, in any one of these programming language (Java, Scala, Python)
- Data driven thinking capabilities
- Excellent communication skills and experience of working in an international team
- Fresh graduates are welcome to apply

Closing Date for Application: **13 May 2023.**

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

Be the first in town to reach elite career seekers

T : 2565 8822
E : classified@scmp.com

Classified Post

YOUR RELIABLE PARTNER

With over 40 years' recruitment experience, Classified Post is the definitive platform for recruiting talent in town

Looking for talent?

T : 2565 8822 E : classified@scmp.com



SOCIAL SERVICES

International Social Service Hong Kong Branch

Invites applications for the following posts

Post (A) : Contract Finance Officer (Wanchai Head Office) (Ref. No.: HOFO/202305)

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/202305)

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.

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

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

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

*Candidate with less relevant experience/qualification may be considered for the post of Assistant Human Resources Officer.

Administering and Delivery of Assistance for Non-refoulement Claimants

Post (D) Social Workers / Counsellors

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

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

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

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

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

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

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

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

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

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

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

Post (G) 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) / Post (I) Day Care 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 and inform the supervisor promptly. (e) Perform assigned household duties and assist in urgent duties in the shelter as the need arise.

Requirement of Post (H): (f) Willing to work in shift duty, weekend and holiday shifts.

Requirement of Post (I): (f) Regular working hours from Monday to Friday (5-day work per week).

Post (J) Project Assistant (Shelter Service)

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

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.

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

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 : isskhk@isskhk.org or by post at 6/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong on or before 20 May 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.)

ISS-HK is an Equal Opportunities Employer

Be the first in town to reach elite career seekers

T : 2565 8822

E : classified@scmp.com

Classified Post



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

Medical Officer

(Full Time/ Part Time/ Locum)

Job Ref: (42) in ADM 525/01 VII (SCMP)

Key Responsibilities

- undertake clinical and medical duties for (i) Shek Kwu Chau Treatment and Rehabilitation Centre or (ii) Yuen Long, Sheung Shui and Sha Tin centres and Wanchai clinic run by the Society; and
- have the medical charge and be responsible of patients and the Medical Unit.

Qualifications:

Applicants should have a medical qualification accreditable in Hong Kong, together with a valid practising certificate issued by the Medical Council of Hong Kong. Overseas applicants or whom are retired from Government services are also welcome.

Remuneration: Salary is negotiable depending on work experience.

Application

1. Filling in the [online application form](#); or

2. Sending the completed [application form](#) together with cover letter and CV by mail to Administrative Secretary, SARDA, 3/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong or by e-mail to job@sarda.org.hk. Please mark the job reference number in the email (subject-line). For enquiries, please contact Ms. FAN of Administration Unit at 2527 7723.

(For more information, please visit our website <https://sarda.org.hk/jobvacancy.html>)

Deadline: 17 May 2023

GENERAL



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

(Non-civil Service Vacancy)

(1) Executive Assistant

Salary: \$34,390/month

(2) Prosecution Officer

Salary: \$45,255/month


Closing Date for Application of Positions 1, and 2:

19 May 2023

Tel. Enquiry:

2150 6685

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.



LEISURE AND CULTURAL SERVICES DEPARTMENT

Technical Officer II, Cultural Services in Engineering Work Type

(Civil Service Vacancy)

Salary:

Master Pay Scale Point 8 (HK\$21,875 per month) to Master Pay Scale Point 21 (HK\$43,610 per month)

Closing Date for Application:

18 May 2023

Tel. Enquiry:

2601 8664

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.



LEISURE AND CULTURAL SERVICES DEPARTMENT

Arts Tech Trainee

(Non-Civil Service Vacancy)

Salary:

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

Closing Date for Application:

26 May 2023

Tel. Enquiry:

3951 3721

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.

HOUSING DEPARTMENT

Works Supervisor II (Construction)

(Civil Service Vacancy)

Salary:

Master Pay Scale Point 9 (HK\$23,295 per month) to Master Pay Scale Point 12 (HK\$27,825 per month)

Closing Date for Application:

12 May 2023

(Applicants **must** submit the required supporting documents)

Tel. Enquiry:

2761 6136

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.



LANDS DEPARTMENT

Survey Officer (Land)

(Civil Service Vacancies)

Salary:

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

Closing Date for Application:

15 May 2023

Tel. Enquiry:

2231 4012 / 2231 3182

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.

Looking for high-flyers?

Here's the perfect platform for you

T : 2565 8822

E : classified@scmp.com

Classified Post