



Water Supplies Department
Agreement No. CE 64/2019 (WS)

Risk-Based Improvement of Water Mains on Hong Kong & Islands and New Territories West – Investigation, Design and Construction

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

1. RESIDENT ENGINEER (Ref: RBI/RE/293/2022)

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

(b) have relevant experience in laying of water mains in both rural and urban areas, and experience in traffic management and traffic control for mainlaying works at locations with difficult traffic conditions; and

(c) have relevant experience in administering NEC contracts is preferable.

2. ASSISTANT RESIDENT ENGINEER (Ref: RBI/ARE/294/2022)

Candidates should have:

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

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

3. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: RBI/RAIOW/295/2022)

Candidates should have:

(a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and

(b) The academic qualification of Degree, Certificate or Diploma or equivalent certification in occupational safety and health, or construction safety is preferable; and

(i) At least 3 years' relevant post-qualification experience including experience in laying of water mains in both rural and urban areas; or

(ii) At least 5 years' relevant experience inclusive of 1 year's relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook including experience in laying of water mains in both rural and urban areas; or

(iii) At least 3 years' relevant experience inclusive of 1 year's relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook including experience in laying of water mains in both rural and urban areas.

4. RESIDENT WORKS SUPERVISOR I (Ref: RBI/RWSI/296/2022)

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

(b) 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) 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 those listed in Section 4.5.2 of the RSS Management Handbook including experience in laying of water mains in both rural and urban areas.

5. RESIDENT WORKS SUPERVISOR II (Ref: RBI/RWSII/297/2022)

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

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

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

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

6. RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: RBI/RSSO(E)/298/2022)

Candidates should have:

(a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and

(i) At least 7 years' relevant post-qualification experience; or

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

7. RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: RBI/RSSO(Q)/299/2022)

Candidates should have:

(a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and

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

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

8. RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: RBI/RSO(E)/300/2022)

9. RESIDENT SURVEY OFFICER (QUANTITY) (Ref: RBI/RSO(Q)/301/2022)

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

10. RESIDENT ASSISTANT CLERICAL OFFICER (LIAISON OFFICER) (Ref: RBI/RACO(LO)/302/2022)

Candidates should have:

(a) Level 2 or above in five subjects in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or

(b) Level 2 / Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and

(c) Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and

(d) knowledge in application of common business software (e.g. Microsoft Word and Excel); and

(e) At least 2 years' relevant experience in dealing with public enquiries and relation matters.

Remarks:

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for positions (3) and (6)-(10).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for positions (4)-(5).

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


The incumbents of the positions (1)-(5) 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>



東華三院
Tung Wah Group of Hospitals



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.



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聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



TEACHERS AND DORMITORY OFFICER 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 in September 2023:

A. Teaching Staff

- Teacher of Mathematics**
- Teacher of Physical Education**
- Teacher of Music**

Requirements:

- A relevant degree and preferably a recognized teacher training qualification
- EDB's Language Proficiency Requirement (LPR) to teach subjects in English fulfilled
- Basic Law and National Security Law Test (BLNST) requirement fulfilled
- Teacher of Mathematics:** Ability to teach both DSE and IBDP curriculum would be an advantage
- Teacher of Physical Education:** Subject-training in Physical Education
- Teacher of Music:** Ability to teach both DSE and IBDP curriculum would be an advantage

B. Non-teaching Staff

Dormitory Officer

Responsibilities:

- Manage the dormitory's daily operations to ensure safety and well-being of dormitory students
- Conduct the room inspection on daily basis
- Take attendance of dormitory students regularly
- Liaise with parents on need basis
- Plan, organize and implement dormitory students development programs
- Work schedule: 3:00 pm - 11:00 pm; on standby duty in the dormitory until 8:00 am
- Required to live in the dormitory and response to emergency overnight. Single persons are welcome to apply

Requirements:

- Diploma / Degree holder with relevant working experience
- Candidates with experience in social work or nursing preferred
- Experience in planning, organizing and implementing adolescent development programs

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 purpose.



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):

- Mathematics Teacher (DSE and/or A Level)**
- Geography Teacher (DSE and/or A Level)**
- English Language / English Literature Teacher (DSE and/or A Level)**
- Biology Teacher (DSE and/or A Level)**
- Visual Arts Teacher**
- Technology and Living Teacher**
- Physical Education Teacher**
- 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.

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:

Finance Office
Assistant Officer (Accounting) (at the rank of General Clerk II) (Ref. 2300019F) (Closing date: May 23, 2023)


The appointee will work in the Financial Planning Unit of Finance Office, and will be responsible for general financial and management accounting operations, including but not limited to (a) monitoring budgets of academic and non-teaching departments; (b) processing disbursements in compliance with financial guidelines; (c) preparing financial statements and accounting entries; (d) handling enquiries from faculties/departments regarding the financial budget and reimbursement; and (e) performing other tasks as assigned.

Applicants should have (i) completed secondary education; (ii) Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese, English (Syllabus B) and Mathematics; OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese, English and Mathematics); Level 2 or above in NSS subjects, "Attained" or above in ApL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) a Diploma / Higher Certificate in Accountancy-related subjects from a recognised university or technical institute; (iv) a minimum of 3 years' experience post-qualification accounting-related work experience; (v) a good command of both written and spoken English and Chinese (including Putonghua); (vi) good communication and interpersonal skills, and the ability to work under pressure independently with a meticulous mind; and (vii) proficiency in MS Word and Excel. Experience in using SAP will be advantageous. Applicants must submit copies of HKCEE/HKDSE certificates showing that they have fulfilled the language requirements and academic qualifications stated in (ii) above, otherwise their applications will NOT be considered.

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

Application Procedure

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



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 purpose.



St. Hilary's School Limited

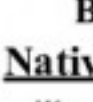
We are looking for the following positions:

1. Primary Teacher (All Subjects) (Sep 2023)

2. Native English Teacher (Sep 2023)

3. Assistant Teacher (Sep 2023)

For those who are interested, please go to our school website (<http://www.sthilarys.edu.hk/joinus/>) to fill in the electronic application form and upload your resume and recent photos.



Buddhist Wing Yan School

Native-speaking English Teacher

We are looking for Native-speaking English Teacher for academic year 2023-2024.

Duties:


- Prepare and organize English activities for students
- Create language rich environment for students
- Co-teach with Local English Teachers
- Co-plan lessons with Local English Teachers

Requirements :

- Experience in teaching English as a Foreign / Second Language is preferred
- Recognised Bachelor's degree, majoring in English Language is preferred
- TEFL / TESL qualification or a recognised teacher training qualification is preferred
- Holder of HKID or valid working visa

Interested applicants please send a resume and a recent photo to **The Principal, Buddhist Wing Yan School, 6 Fung Yau Street South, Yuen Long** on or before **25 May 2023**.

All information provided will only be used for recruitment related purpose. (申請人/機構所提供資料將予保密並只用作招聘有關職位/服務)



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@tspk.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 (KG 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.

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 Classified Post



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Social Responsibility and Sustainable Development Office
The Social Responsibility and Sustainable Development Office of The Chinese University of Hong Kong (CUHK) is set up to advise senior management on key areas of University Social Responsibility (USR). One of its core functions is to execute, evaluate and enhance the USR action plans outlined in the University's Strategic Plan 2021–2025. The Office engages University members across units and co-ordinate their efforts in realising CUHK's USR goals that are in line with the United Nations' Sustainable Development Goals, including the achievement of carbon neutrality by 2038. To maximise the impact of the University's USR initiatives for sustainable development, the Office endeavours to develop and maintain strategic partnerships with local and overseas institutions. The Office also operates the Jockey Club Museum of Climate Change and the secretariat of the Hong Kong Chapter of the UN Sustainable Development Solutions Network.

(1) Environmental Sustainability Manager II (carrying the job title of 'Manager (Operations)')
(Ref. 230001CA) (Closing date: May 23, 2023)

The appointee will (a) serve as the officer-in-charge in the day-to-day operations of the Office and the Museum, including facilities management and enhancement, and compliance with legal and other requirements; (b) provide technical input to the Museum's service delivery, including exhibitions and education and outreach projects; (c) manage the Museum's tour services for the enhancement of the total visitor experience, including handling booking and enquiries, scheduling and supervising guided tours, and maintaining and analysing visitor statistics; (d) assist in the development and implementation of special and ad hoc projects; and (e) perform other duties as assigned.

Applicants should have (i) a good Bachelor's degree or above in a related discipline; (ii) at least 8 years' relevant experience, preferably in facilities management; (iii) a good command of written and spoken English and Chinese; (iv) a strong sense of responsibility and initiative; (v) good organisational skills and the ability to pay attention to details; and (vi) good interpersonal skills and the ability to work as an effective team member. Experience in the operations of museums and cultural institutions will be advantageous.

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

(2) Executive Officer I (carrying the job title of 'Manager'), Smart Campus Section
(Ref. 230001CB) (Closing date: May 23, 2023)

The appointee will (a) support the planning, development, implementation and evaluation of The Smart CUHK Challenge and related projects, including proposal and report writing, organisation of events and student activities, and communication with students, internal units and external bodies; (b) assist in the research and analysis of key USR issues and prepare summaries and reports; (c) assist in the supervision of junior colleagues in project implementation; (d) support committee work; and (e) perform other duties as assigned.

Applicants should have (i) a postgraduate degree in a related discipline; (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' post-qualification executive experience, preferably in project planning and management, and research and content analysis; (iv) an excellent command of written and spoken English and Chinese (including Putonghua); (v) a strong sense of responsibility and self-motivation; (vi) good organisational skills and the ability to pay attention to details; (vii) outstanding analytical, interpersonal and communication skills; and (viii) the ability to respond to changing demands, anticipate needs and offer solutions. Shortlisted candidates will be invited to attend a written test.

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

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

(3) Project Co-ordinator II(s) (carrying the job title of 'Project Officer') (2 positions)
(Ref. 230001CC) (Closing date: May 23, 2023)

Post A: The appointee will (a) support the day-to-day operations of the Office and the Museum, including facilities management and enhancement, and compliance with legal and other requirements; (b) work with the IT Officer in IT and AV implementation and related tasks; (c) assist in the development and implementation of special and ad hoc projects; and (d) perform other duties as assigned.


Post B: The appointee will (a) manage the Museum's tour services for the enhancement of the total visitor experience, including handling booking and enquiries, scheduling and supervising guided tours, and maintaining and analysing visitor statistics; (b) assist in the Museum's service delivery, including exhibitions and education and outreach projects; (c) assist in the development and implementation of special and ad hoc projects; and (d) perform other duties as assigned.

Applicants should have (i) a good Bachelor's degree or above in a related discipline; (ii) at least 3 years' relevant experience; (iii) a good command of written and spoken English and Chinese; (iv) a strong sense of responsibility and initiative; (v) good organisational skills and the ability to pay attention to details; and (vi) good interpersonal skills and the ability to work as an effective team member. Experience in facilities management and the operations of museums and cultural institutions will be advantageous.

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


CUHK is an equal opportunities employer and is committed to promoting equality, inclusivity, diversity and the highest ethical standards.

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



香港科技大學

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.



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

University Health Service
Dental Surgeon
(Ref. 230001C2) (Closing Date: June 2, 2023)


Applicants should (i) be fully registered dental practitioners holding a valid annual practising certificate with the Hong Kong Dental Council; (ii) have at least two years' relevant experience after full registration; and (iii) have good working knowledge of both Chinese and English.

The main duty is to provide dental care service to students, staff and dependents, retired staff and dependents.

Appointment will be made on contract basis for one year.

Application Procedure

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

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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

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.

GENERAL

**Environmental Protection Department**

Executive Assistant (Non-civil Service Vacancy)

Salary: HK\$27,440 per month

Closing Date for Application: 26 May 2023

Telephone Enquiry: 2594 6498

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.

**THE LAND REGISTRY**

Contract Solicitor (Non-Civil Service Vacancy)

Salary: HK\$72,225 to HK\$84,160 per month

Closing Date for Application: 25 May 2023

Tel. Enquiry: 2867 5542

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 position.

**PLANNING DEPARTMENT**

Survey Officer (Planning) (Civil Service Vacancy)

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: 26 May 2023

Tel. Enquiry: 2231 5011

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.

**LANDS DEPARTMENT**

Technical Officer (Cartographic) (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: 22 May 2023

Tel. Enquiry: 2231 3204 / 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.

PROPERTY & CONSTRUCTION

**Drainage Services Department**
Upgrading of West Kowloon and Tsuen Wan Sewerage – Phase 2

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

Resident Assistant Inspector of Works (Civil) (Ref No.: UWTS2_RAIOW(C))
Candidates should have:

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; and
- Minimum 3 years' of relevant post qualification experience; or
- Minimum 5 years' of relevant experience inclusive 1 year of relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects; or
- Minimum 3 years' of relevant experience of 1 year of relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects; and
- The academic qualification of Degree, Certificate or Diploma in occupational safety and health, or construction safety is preferable.

Resident Works Supervisor I (Civil) (Ref No.: UWTS2_RWSI(C))
Candidates should have:

- Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; or
- Completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with 2 years' of experience as a skilled worker in an appropriate discipline; or
- Minimum 5 years' of experience as a skilled worker in an appropriate discipline; and
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above; and
- Minimum 3 years' of relevant post qualification experience; or
- Minimum 3 years' of relevant experience as Resident Works Supervisor II or equivalent in public works projects.

Resident Works Supervisor II (Civil) (Ref No.: UWTS2_RWSII(C))
Candidates should have:


- Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; or
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with 2 years' of experience as a skilled worker in an appropriate discipline; or
- Minimum 5 years' of experience as a skilled worker in an appropriate discipline; and
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.


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


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

Interested candidates please email to u2site.admin@atkinsdc1912.com.hk (with relevant reference number) for on-line application on or before 10 June 2023.

Applications will be treated in confidence and collected personal data will be used for recruitment purposes only. Applicants not being invited for interview within 6 months may consider their applications unsuccessful.

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



**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.

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



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ENGINEERING & TECHNOLOGY



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

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

*Resident Inspector of Works (Civil) Ref. No: RIOW(C)/14235/Water

- Candidates should have:
- Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College / a Hong Kong Polytechnic University/ Polytechnic or equivalent in an appropriate discipline; and
 - At least 8 years' relevant post-qualification experience; or
 - At least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the "RSS Management Handbook".

#Resident Works Supervisor I (Civil) Ref. No.: RWSI(C)/14236/Water

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

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

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

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

Applicants may also refer to the other requirement(s) of the above opening(s) stipulated in Appendix 74 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

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

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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by 26 May 2023 to the Human Resources Department, AECOM, 12/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, NT. or email to siterecruiter-hk@aecom.com. (Please quote the REF NO. on the application letter and envelope)

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



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

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

1. ASSISTANT RESIDENT ENGINEER (CIVIL) (Ref: PSS/ARE(C)/340/2023)

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

2. RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: PSS/RWSI(C)/341/2023)

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

3. RESIDENT SURVEY OFFICER (QUANTITY) (Ref: PSS/RSO(Q)/342/2023)

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

Remarks:
Applicants may also consider to refer the other requirements of the above post(s) stipulated in Appendix 74 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" (RSS Management Handbook) from the webpage of Development Bureau.

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

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 the position (3).

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

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

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

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



Water Supplies Department
The Government of the Hong Kong Special Administrative Region
Contract No. 13/WSD/17
Design, Build and Operate First Stage of Tseung Kwan O Desalination Plant

The Hong Kong office of BINNIES HONG KONG LIMITED is now seeking candidate to fill the following resident site staff for Contract No. 13/WSD/17 – Design, Build and Operate First Stage of Tseung Kwan O Desalination Plant. The construction works comprise the construction of the first stage of the desalination plant with a water production capacity 135 million litres per day with provision for future expansion to the ultimate water production capacity up to 270 million litres per day when necessary, including the construction of the intake and outfall facilities; the construction of water treatment facilities; and the construction of ancillary facilities. The contract has commenced in Dec 2019. Please refer to the project website at the hyperlink below:
<https://www.tcodesal.hk/>

ASSISTANT RESIDENT ENGINEER (PROCESS)(1-year Contract)
(Ref: TKO/ARE(P)/324/2023)

Candidates should (a) have degree from the University in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute and at least 2 years' relevant post-qualification experience; or
(b) have degree from the University in an appropriate discipline, with at least 4 years' post-academic qualification experience in the field of Process Engineering at a professional level respectively.

Remarks:
Preference would be given to candidate who (a) possess degree of University in Environmental Science / Computational Science and Engineering / Chemical Engineering / Environmental Engineering discipline; (b) possess knowledge in Water Treatment, Statistics and Information Technology skill.

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

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

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>
Application deadline on or before 26 May 2023.



Drainage Services Department
Contract No. DC/2022/03
Yuen Long Barrage and Nullah Improvement Schemes

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for Contract No. DC/2022/03 – Yuen Long Barrage and Nullah Improvement Schemes. The works include (a) construction of pumping station, tidal barrier, discharge portal and master control centre; (b) modification works at Yuen Long Bypass Floodway; (c) construction and modification of parapet walls along Yuen Long Nullah, Kam Tin River and Sham Chung River; (d) enhancement works along Yuen Long Nullah (Civil Works); and (e) provision of a dry weather flow interception system, including dry weather flow interceptors, box culverts, rising mains and dry weather flow pumping station. The works are scheduled to commence in the second quarter of 2023 and will take about 53 months to complete.

RESIDENT SENIOR TECHNICAL OFFICER (Ref: YLBS/RSTO/336/2023)

Candidates should (a) 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
(b) at least 7 years' relevant post-qualification experience; or
(c) at least 7 years' relevant experience as Resident Technical Officer or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

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

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

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

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

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

Human Resources Department
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CEDD Contract No. GE/2022/09
Landslip Prevention and Mitigation Programme, 2019, Package L
Landslip Prevention and Mitigation Works

This Contract forms part of the works under the Landslip Prevention and Mitigation Programme (LPMiP) Project. Meinhardt Infrastructure and Environment Limited has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development (CEDD) for the investigation, design and supervision of upgrading works under this Contract (CEDD Contract No. GE/2022/09) aiming to upgrade some 28 government slopes and retaining walls in the New Territories, Kowloon and Outlying Islands and carrying out ground investigation and laboratory testing on soil and rock samples obtained from the ground investigation works. The Contract commenced in September 2022 and is due to complete by April 2026.

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

Resident Works Supervisor Class I (Ref.: 91711/RWSI)

Minimum Qualification and Experience:

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

Resident Assistant Clerical Officer (Labour Relations) (Ref.: 91711/RACOLR)

Minimum Qualification and Experience:

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

Term of Appointment:

The duration of appointment of the above post is anticipated to be about 22 months. The successful candidate will be employed under the prevailing civil service practices.

Please send confidential applications, including full details of academic qualifications and working experience, copies of qualification certificates and employment references, availability, contact telephone number and quoting the reference code on the letter and envelope to Meinhardt Infrastructure and Environment Limited, 10/F Genesis, 33-35 Wong Chuk Hang Road, Hong Kong, for the attention of the Head of Human Resources or Email to recruitment@meinhardt.com.hk on or before 26 May 2023.

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

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



Binnies Hong Kong Limited is now seeking applicants for Project Officer / Project Assistant posts to prepare project reports and documents for government engineering projects.

Project Officer / Project Assistant (Contract)
Salary: HK\$15,000 - HK\$22,000 /per month

Responsibilities:

- Carry out report preparation for the general engineering projects, including waterworks project, in Hong Kong
- Provide assistant to the engineers and project team for project reports, photos and related documents
- Handle general documentation work
- Assist in other tasks relate to the projects

Requirements:

- Project Officer: Degree holder in any disciplines
- Project Assistant: Higher Diploma or above, Engineering/ Science or relevant disciplines is preferred
- General command of written English
- Familiar with MS Office
- Responsible, positive, good interpersonal and communication skills
- Willing to learn and take challenges

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



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

T : 2565 8822
E : classified@scmp.com



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ENGINEERING & TECHNOLOGY

GOVERNMENT APPOINTMENTS



Water Supplies Department
Agreement No. CE 13/2009 (WS)
In-situ Reprovisioning of Sha Tin Water Treatment Works – South Works – Design and Construction

AECOM Asia Company Limited invites applicants for the following Resident Site Staff position(s) for contract administration and supervision of a works contract for reprovisioning of the South Works of Sha Tin Water Treatment Works. The works include demolition of the existing South Works and administration building, reprovisioning of new treatment processing units and the South Works pumping station, as well as the construction of other ancillary facilities. The works have commenced in August 2020.

*Assistant Resident Engineer (Civil) Ref. No: ARE(C)/14237/Water

Candidates should have:

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

#Resident Works Supervisor I (Civil) Ref. No: RWSI(C)/14238/Water
#Resident Works Supervisor I (Building Services)
Ref. No: RWSI(BS)/14239/Water
#Resident Works Supervisor I (Electrical & Mechanical)
Ref. No: RWSI(E&M)/14240/Water

Candidates should have:

- Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate; 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.

#Resident Works Supervisor II (Civil) Ref. No: RWSII(C)/14241/Water
#Resident Works Supervisor II (Electrical & Mechanical)
Ref. No: RWSII(E&M)/14242/Water

Candidates should have:

- Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline.

*Resident Survey Officer (Quantity) Ref. No: RSO(Q)/14243/Water

Candidates should have:

- Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline.

*Resident Survey Officer (Engineering) Ref. No: RSO(E)/14244/Water

Candidates should have:

- Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline.

*Resident Technical Officer Ref. No: RTO/14245/Water

Candidates should have:

- Diploma or Higher Certificate from the Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Institute of Vocational Education/ technical institute/ technical college / a Hong Kong polytechnic university/ polytechnic or equivalent in an appropriate discipline.
- Relevant BIM project experience is preferable.

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

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

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

Applicants may also refer to the other requirement(s) of the above opening(s) stipulated in Appendix 74 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" from the webpage of Development Bureau.

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

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

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

Interested persons should send full resume with date of availability, contact telephone no. and salary expected by 26 May 2023 to the Human Resources Department, AECOM, 12/F Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road, Shatin, NT. or email to siterecruiter-hk@aecom.com.
(Please quote the REF NO. on the application letter and envelope)

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

RECRUITMENT ADVERTISEMENT
FOR NON-CIVIL SERVICE VACANCY

Department: Health Bureau
Division/Section/Unit: Voluntary Health Insurance Scheme Office
Position: Senior Manager (Voluntary Health Insurance Scheme)

Salary: HK\$76,380 to HK\$96,055 per month (commensurate with experience)

Entry Requirements:

Candidates should possess –

- (a) a bachelor's degree from a Hong Kong university, or equivalent;
- (b) language proficiency requirements of Level 3 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent^[1]; and
- (c) at least ten years' post-qualification work experience in insurance operation (e.g. risk underwriting, medical underwriting, pre-authorisation/claims management), legal and compliance, operational system development, and/or regulatory works for the insurance sector^[2].

Preferred Attributes

- (a) A degree in Actuarial Science, Insurance or health related discipline;
- (b) Qualified actuary or healthcare professional to practise in Hong Kong;
- (c) Good command of English and Chinese;
- (d) Good knowledge about health insurance market operation, such as health-related knowledge involved in underwriting and claims settlement; and
- (e) Good analytical and inter-personal skills, and ability to work in a fast-paced environment.

^[1] Grade C in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to "Level 3" in Chinese Language and English Language in the 2007 HKCEE and henceforth.
Candidates who obtained Level 2 / Grade E in Chinese Language (or equivalent) may also apply.

^[2] Work experience of part-time job, internship, freelance or voluntary work is not considered.

Duties:

- (a) To assist in the approving of applications for company registration as VHIS Providers and certification / re-certification of insurance plans as VHIS Certified Plans by vetting their compliance with the scheme requirements in product features and offering, migration and product certification procedures, etc.;
- (b) To conduct supervision and enforcement of scheme rules by dissemination of relevant updated compliance guidelines and reporting procedures to VHIS Providers, execution of compliance check on VHIS certified products and required practices, and investigation into suspected non-compliant cases;
- (c) To provide support in the research and analysis for the long term development of VHIS;
- (d) To assist in investigation of complaint cases related to VHIS and to assess if there is any breach of the VHIS Code of Practice and Product Compliance Rules;
- (e) To assist in monitoring of scheme performance through collection of industry feedback and other market intelligence; and
- (f) To perform other duties as assigned by the supervisors.

Background

VHIS is a policy initiative implemented by the Health Bureau (HHB) in respect of individual indemnity hospital insurance products. The scheme is based on voluntary participation by insurers and consumers. Under the scheme, the participating insurers will offer individual hospital insurance plans that are certified by HHB to be compliant with the scheme requirements. It is voluntary for consumers to purchase the plans.

The VHIS Office is a regular office set up under the HHB to implement the VHIS. Its duties include registration of the participating insurers, vetting of individual indemnity hospital insurance plans for certification of compliance status, enforcement of scheme regulations, undertaking of publicity and consumer education programs, monitoring of scheme performance, information dissemination and compilation of statistics, as well as handling of enquiries and complaints, etc.

Terms of Appointment:

The successful candidate will be appointed on non-civil service contract terms for one year. Contract renewal will be subject to the satisfactory performance, operational needs and availability of resources.

Fringe Benefits:

- (a) Rest days, statutory holidays, annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted on terms not less favourable than the provisions of the Employment Ordinance.
- (b) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 15% of the total basic salary drawn during the contract period.

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 recruitment examination and/or 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 recruitment examination and/or selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <https://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (g) The personal data provided by job applicants will be used by the Health Bureau for recruitment and employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. For correction of or access to personal data, please write to the Data Protection Officer of Health Bureau by fax at 2541 3352, by email to enquiry@healthbureau.gov.hk, or by post to 18/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please visit Health Bureau's website (<https://www.healthbureau.gov.hk>) for its personal data privacy protection policy.
- (h) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by post to the enquiry address below.

How to Apply:

- (a) Application Form [G.F. 340 (Rev. 3/2013)] is obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<https://www.csb.gov.hk>).
- (b) Completed application form, together with copies of public examination results, academic/qualification certificates, employment proof or other supporting documents should reach the address stated below on or before the closing date and time, with the envelope clearly marked with "Application for the Position of Senior Manager (Voluntary Health Insurance Scheme)" (The postmark will be referred to for the submission date of the application by mail).
- (c) Candidates who have already submitted an application for this post in response to the advertisement from 14-27 April 2023 need not re-apply. If a candidate submits more than one application, only the latest one received will be considered. Please note that 27 April 2023 will be used as the cut-off date for counting the post-qualification work experience period.
- (d) If candidates fail to provide the supporting documents as requested, their applications will not be considered. Applications not made in the prescribed form or which are incomplete or late will not be considered.
- (e) To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will be returned to the senders or disposed of by the Hongkong Post. Applications returned to the sender due to insufficient postage must be re-submitted on or before the closing date and time.
- (f) Candidates who are selected for recruitment examination and/or selection interview will normally receive an invitation email in about four to six weeks from the closing date for application. All applications will be treated in strict confidence. Those who are not invited for recruitment examination and/or selection interview may assume that their applications are unsuccessful.

Contact Address:

VHIS Office, Unit 2902, Millennium City 6, 392 Kwun Tong Road, Kowloon, Hong Kong

Enquiry Telephone:

2205 2368

Closing Date and Time:

19 May 2023 18:00

Classified Post readers are confident, competent and career-oriented



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 tasks 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: careerrhk@binnies.com
Website: <https://binnies.com>

GOVERNMENT APPOINTMENTS



Department of Justice (Non-Civil Service Vacancies) Vacancies for Legal Trainees (2024 Intake) Under the Legal Trainee Scheme

Applications are invited from candidates who are permanent residents of the Hong Kong Special Administrative Region to fill Legal Trainee vacancies under the Legal Trainee Scheme (LTS) from 1 August 2024. For the purpose of this Scheme, those pursuing practical training under the Solicitor Stream are called Legal Trainees (Solicitor) and under the Barrister Stream Legal Trainees (Barrister).

Eligibility

Candidates should be -

(a) Postgraduate Certificate in Laws (PCLL) graduates/PCLL students or potential PCLL students of the local universities who will graduate in 2024;

or

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

and

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

Notes

(1) For appointment purpose, 'Grade E' in English Language (Syllabus B) and Chinese Language in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in English Language and Chinese Language in the 2007 HKCEE and henceforth.

(2) 'Level 1' result or above in the Use of Chinese paper of the Common Recruitment Examination (CRE) will also be accepted as meeting the Chinese language proficiency requirement for appointment as Legal Trainee.

Duties

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

Salary

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

The pay equivalent to point 27 of the MPS is \$57,395, and the pay equivalent to point 28 of the MPS is \$60,100 currently.

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

How to apply

Candidates should submit, on or before **6:00 p.m., 30 June 2023**, duly completed application forms [G.F. 340 (Rev. 3/2013)] to the Collection Box, G/F, Main Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong [Re: Application for the post of Legal Trainee (2024 Intake) (Attn: Personnel and Establishment Section)]. **Please ensure that sufficient postage is paid if the application is sent by post.** Late applications will not be accepted. Application forms are obtainable from any Public Enquiry Service Centre of District Offices of the Home Affairs Department or from any Job Centre of the Employment Services Division of the Labour Department. The form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>). Candidates should specify the post title they apply for, i.e. Legal Trainee (Solicitor) (2024 Intake) or Legal Trainee (Barrister) (2024 Intake). Candidates who have no specific preference may indicate this by inserting Legal Trainee (Solicitor/Barrister) (2024 Intake) under "Title of job applied for". Candidates under this last category may be assigned to a stream the Selection Board finds most suitable for them in accordance with their performance at the selection interview. Completed application forms should be accompanied by -

(a) copies of documents in respect of academic and valid language qualifications with full details of examination results at the (i) HKDSEE/HKCEE, (ii) Bachelor of Laws (LLB) level or equivalent, (iii) International English Language Testing System (IELTS), (iv) PCLL (if available) and (v) CRE (if applicable); and

(b) supplementary letters detailing personal interests and other relevant information.

Applicants must provide their LLB/Juris Doctor/Common Professional Examination results and local PCLL admission confirmation on or before **31 August 2023** for further processing of their applications. Applications will not be further processed if we do not receive the required documents by the deadline.

Where possible, an academic reference written by a staff member of the Faculty/School of Law should be provided and sent direct by the staff to the aforesaid address on or before **31 August 2023**.


Candidates who are selected for interview will normally receive an invitation in **September 2023**. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiries

Enquiries can be made to Executive Officer (Personnel) 4 or Clerical Officer (Training) of the Department of Justice at 3703 6535 or 3703 6563.

General Note

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.



Department of Justice (Non-Civil Service Vacancies) Vacancies for Legal Trainees [2025 Intake (early trawl candidates)] Under the Legal Trainee Scheme

Applications are invited from candidates who are permanent residents of the Hong Kong Special Administrative Region to fill Legal Trainee vacancies under the Legal Trainee Scheme (LTS) from 1 August 2025. For the purpose of this Scheme, those pursuing practical training under the Solicitor Stream are called Legal Trainees (Solicitor) and under the Barrister Stream Legal Trainees (Barrister).

Eligibility

Candidates should be -

(a) students of third year of undergraduate law programme in post-secondary institutions and will have obtained Postgraduate Certificate in Laws (PCLL) in 2025;

and

(b) have attained 'Level 2' [Note] or above in English Language and Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Notes

For appointment purpose, 'Grade E' in English Language (Syllabus B) and Chinese Language in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in English Language and Chinese Language in the 2007 HKCEE and henceforth.

Duties

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

Salary

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

The pay equivalent to point 27 of the MPS is \$57,395, and the pay equivalent to point 28 of the MPS is \$60,100 currently.

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

How to apply

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(a) copies of documents in respect of academic and language qualifications with full details of examination results at the (i) HKDSEE/HKCEE and (ii) academic transcript; and

(b) supplementary letters detailing personal interests and other relevant information.

Applicants will also be required to provide their latest academic transcript by 31 August 2023 for further processing of their applications.

Where possible, an academic reference written by a staff member of the Faculty/School of Law should be provided and sent direct by the staff to the aforesaid address on or before **31 August 2023**.


Candidates who are selected for interview will normally receive an invitation in **September 2023**. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiries

Enquiries can be made to Executive Officer (Personnel) 4 or Clerical Officer (Training) of the Department of Justice at 3703 6535 or 3703 6563.

General Note

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.



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.

T : 2565 8822
E : classified@scmp.com

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:

Senior Officer / Officer (Central Moneymarkets Unit)

Key Responsibilities

- Monitor and handle daily operations of the Central Moneymarkets Unit (CMU), including lodgment and settlement of debt securities, Bond Connect and fund order routing operations
- Assist in the preparation of Management Information System (MIS) reports, operating procedures and guidelines, business contingency plan etc.
- Provide support in system development and implementation of new CMU initiatives internal system enhancement and process automation/improvement.

Requirements

- University degree
- At least 3 years of work experience in international or domestic bond settlement / back office operations
- Knowledge of operation of local and overseas debt securities settlement systems such as Euroclear, Clearstream, SWIFT Alliance and related workflow an advantage
- Knowledge of China market access, particularly in Bond Connect a plus
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing
- Knowledge of macro and VBA programming
- Strong numerical and analytical mindset
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage
- Good interpersonal and communication skills, self-motivated and good team player
- Good problem-solving skills with sound judgement and attention to details
- Need to work in shifts, including outside normal office hours and under adverse weather conditions as and when required

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

Closing Date for Application: **27 May 2023**.

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

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

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

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

Senior Manager (Digital Technology)

Key Responsibilities

- Reporting to CIO and CDO, you will be responsible for delivering and operating multiple digital platforms to support digital transformation for the HKMA
- Manage multiple teams of technologists with specialties in Data Platforms, Hybrid Cloud, DevOps and Cyber Analytics, and provide mentorship to team members
- As the system owner of the digital platforms, provide strategic influence to IT counterparts and business stakeholders to resolve conflict and prioritise features
- Lead end to end implementation of digital projects. Manage delivery with both internal teams and external technology vendors, to ensure strategical fits and long term TCO optimisation
- Collaborate with Enterprise Architecture on firm-wide architecture strategy and implement platform roadmaps to meet current and future needs of the HKMA
- Keep abreast of relevant technological advancements, and development of regulatory compliance and industry best practices for continuous improvement

Requirements

- University degree in computer science, software engineering or related fields
- At least five years of experience in managing technology delivery, software engineering and delivery of digital project, preferably in a hybrid cloud environment
- Good knowledge of agile methodology and DevOps
- Strong technical leadership, with experience in digital technologies, including CRM, document management, workflow automation, RPA, etc.
- Team management and problem-solving skills; self-motivated, creative and with proven track record in developing and driving firm-wide initiatives
- Ability to do researches and analyses thoroughly and resourcefully
- Strong interpersonal, communication, writing and presentation skills

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

Senior System Analyst – Site Reliability Engineering Lead

Key Responsibilities

- Lead to develop and implement processes and tools for continuous monitoring, testing and system improvements
- Lead to promote SRE processes, workflows and standards and collaborate with project teams, system teams and operations teams to design, build and maintain highly available, scalable, visible and reliable production systems
- Identify and resolve complex technical issues related to the infrastructure, applications and services
- Develop and maintain automation tools and scripts to streamline the monitoring, deployment, maintenance and recovery processes
- Define and track key performance indicators (KPIs) for the systems and teams, and provide regular reporting and analyses to stakeholders

Requirements

- University degree in computer science, engineering or related fields
- At least 3 years of experience in system monitoring, system administration, software engineering or related fields
- Strong knowledge of Linux/Windows systems, networking and cloud infrastructure
- Experience with monitoring and configuration management tools (e.g. Grafana, Loki, Prometheus, Ansible, Terraform)
- Strong programming skills in one or more languages (e.g. Python)
- Experience with containerization and orchestration technologies (e.g. Docker, Kubernetes)
- Excellent problem-solving skills and ability to handle complex technical challenges
- Strong communication and collaboration skills, with the ability to work effectively in a cross-functional team environment

Data Platform Support Lead

Key Responsibilities

- Lead a small team of system engineers to maintain, test and evaluate data platform solutions within our next generation Data and Analytics Platform
- Support data engineering team in the design and development of data solutions, including data virtualisation, data visualisation, enterprise data marketplace and data lake, matching capabilities to priority business challenges
- Act as the level 3 support to perform incident troubleshooting; conduct data platform proof-of-concept and acceptance testing
- Automate processes where possible, repeatable and reliable
- Work closely with architect, data teams and product management to deliver software in a continuous delivery environment

Requirements

- University degree in computer science, software engineering or related fields
- At least 3 years of experience in engineering (commercial or open source) software platforms and large-scale data infrastructures, preferably in a hybrid cloud environment
- Good knowledge of agile methodology and DevSecOps / Site Reliability Engineering
- Good problem-solving skills; self-motivated, creative and with proven track record in developing and driving firm-wide initiatives
- Ability to do researches and analyses thoroughly and resourcefully
- Strong interpersonal, communication, writing and presentation skills

Closing Date for Application for the posts of Senior Manager (Digital Technology), Senior System Analyst – Site Reliability Engineering Lead and Data Platform Support Lead: **27 May 2023**.

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



HONG KONG MONETARY AUTHORITY

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

Senior Manager (Administration)

Key Responsibilities

- Oversee the review of procurement practices as well as the Procurement Rules and Guidelines to ensure its robustness and efficiency. The review will cover, among other areas,
 - adequacy of controls against bribery and corruption
 - the designation of approval authority and applicable limits
 - the concept of value for money
 - the design of training for staff
- Plan and coordinate activities and events related to staff wellness and corporate philanthropy
- Develop proposals and drive alumni engagement projects
- Provide support to other administrative tasks when required

Requirements

- University degree
- At least 5 years of relevant work experience
- Experience in government procurement practices, governance related experience and staff relations would be an added advantage
- Good time management and organisational skills
- Good interpersonal skills with strong ability to work and interact with different levels of staff within the organisation
- Knowledge of Microsoft Office, including Excel and PowerPoint
- Need to work outside normal office hours as and when required

Manager (External)

Key Responsibilities

- Undertake assessment of vulnerabilities in the global financial system
- Conduct analysis of international supervisory and regulatory policies, and assist in the formulation of related policy recommendations
- Provide support and prepare briefing materials for the HKMA's participation in international or regional forums, as well as liaising with counterparts and other external parties
- Attend and report updates on working-level international or regional meetings
- Organise international and regional meetings chaired or hosted by the HKMA

Requirements

- University degree in economics, finance or related fields
- At least 3 years of experience in conducting economic, financial market and/or policy research and analysis, preferably at international organisations or financial institutions
- Good analytical, writing, communication, interpersonal and organisational skills
- Flexibility and ability to manage multiple tasks across a range of disciplines and work under tight timelines
- Good command of English and Chinese. Fluency in Putonghua an advantage

Officer (Human Resources)

Key Responsibilities

- Organize various learning and talent development programmes
- Source suitable training providers according to the HKMA's training curriculum
- Identify relevant digital learning tools to enhance the user experience and efficiency of learning and development
- Monitor the training progress and arrange training classes with key stakeholders
- Collaborate with other HR teams on talent initiatives
- Provide training administration and necessary support on HR related duties

Requirements

- University degree in human resources management, training and development or related fields
- At least 2 years of hands-on experience in talent development / training gained in sizeable organizations
- Good team player and interpersonal skills
- Effective communication and presentation skills
- Strong analytical and project management skills
- Excellent command of English and Chinese. Knowledge of Putonghua an advantage
- Well-versed in PC skills, e.g. MS Word, PowerPoint. Knowledge of analytical tools an advantage

Closing Date for Application for the posts of Senior Manager (Administration), Manager (External) and Officer (Human Resources): **27 May 2023**.

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

Assistant Manager (Banking Supervision) (Credit Risk Modelling)

Key Responsibilities


- Carry out both on-site examinations and off-site reviews on credit risk models, in particular those related to internal ratings-based approach adopted by Authorized Institutions (AIs) for the calculation of regulatory capital adequacy
- Monitor international developments and industry practices on credit risk modelling

Requirements

- University degree in finance, economics, risk management, statistics, mathematics or related fields. Professional qualification such as CFA or FRM an advantage
- Experience in credit risk model development or validation in sizeable AIs preferred
- Good knowledge of global and local regulatory requirements, and supervision of financial institutions and risk management practices relating to credit risk
- Flexible and with ability to multitask in a fast-paced environment
- Strong quantitative background
- Good analytical, communication and presentation skills

Closing Date for Application for the post of Assistant Manager (Banking Supervision) (Credit Risk Modelling): **3 June 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.

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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) ContractAccounts 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 : ishhk@ishhk.org or by post at 6/E, Southern 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.)
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GENERAL



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.

ICAC COMMUNITY RELATIONS DEPARTMENT

Chief Mass Media Officer

Salary: ICAC Pay Scale Point 37 (HK\$108,710 per month) to

ICAC Pay Scale Point 43 (HK\$140,410 per month)

Closing Date for Application: 2 June 2023

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at <http://www.icac.org.hk> for information about the post.

Information provided will be treated in the strictest confidence

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

Superintendent (Operations and Administration)

Job Ref: (43) in ADM 525/01 VII (SCMP)

Key Responsibilities

- To be the Officer-in-charge of the Shek Kwu Chau Treatment and Rehabilitation Centre (the Centre);
- Responsible for the overall management and performance of the Centre; and
- To stay on-call and overnight at the Centre to meet operational needs.

Qualifications

- A university degree from a recognized university of relevant discipline, or equivalent;
- A minimum of 12 years managerial and administrative experience, with hands-on experience in the day-to-day management of a residential treatment and rehabilitation centre;
- Well-experienced in capital works, project management, risks and crisis management;
- Prudent financial management skills; and
- Excellent communication skills with good command in both Chinese and English.

Remuneration: Monthly salary starts from HK\$76,380.

Application

1. Filing 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.

Deadline: 23 May 2023

(For more information, please visit our website <https://sarda.org.hk/jobvacancy.html>)
(Applicants who have submitted their applications earlier need not reapply. The Society reserves the right not to fill the 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. Filing 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

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GENERAL

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.

OPERATIONS DEPARTMENT

Investigator / Information Technology

Salary: ICAC Pay Scale Point 19 (HK\$50,745 per month) to ICAC Pay Scale Point 36 (HK\$104,765 per month)

Closing Date for Application: 19 May 2023

Tel. Enquiry: 2826 3128 / 2899 3754

Please visit ICAC website at <http://www.icac.org.hk> for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

OPERATIONS DEPARTMENT

Chinese Language Officer II (Commission Against Corruption)

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

Closing Date for Application: 26 May 2023

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at <http://www.icac.org.hk> for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

The Treasury

Contract Senior Assistant Accountant (Non-Civil Service Vacancy)

Salary: HK\$30,990 per month

Closing Date for Application: 19 May 2023

Tel. Enquiry: 2294 2871

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

AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

(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.

FINANCIAL MANAGEMENT ANALYST

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

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

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by May 19, 2023.

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

RADIO TELEVISION HONG KONG

Programme Officer in English Radio Programmes (Civil Service Vacancy)

Salary: Master Pay Scale Point 28 (HK\$60,100 per month) to Master Pay Scale Point 33 (HK\$75,620 per month)

Closing Date for Application: 29 May 2023

Tel. Enquiry: 3547 1737

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

AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

(Non-civil Service Vacancy)

(1) Contract Field Inspector

Salary: \$18,600/month

(2) Laboratory Support Officer

Salary: \$21,875/month

Closing Date for Application of Positions 1 and 2: 29 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.

香港房屋委員會
Hong Kong Housing Authority


Landscape Architectural Graduate (Temporary Training Vacancy)

Training Honorarium: \$23,010 per month

Closing Date for Application: 19 May 2023

Tel. Enquiry: 2761 7627

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

Hong Kong Schools Music and Speech Association
the organization which presents the annual Hong Kong Schools Music Festival and Hong Kong Schools Speech Festival
invites application for the post of

Festival Officer (Music)

1. Responsibilities:

- (i) Organising the Association’s musical events such as the Hong Kong Schools Music Festival, Prize-winners’ Concerts and workshops
- (ii) Supporting committee work
- (iii) Producing the publications for the Festivals
- (iv) Producing required documents for external stakeholders related to the Festivals
- (v) Planning the logistics when running the Festivals
- (vi) Assisting in liaising the prize sponsorship for the Association
- (vii) Handling enquiries and complaints for the Festivals

2. Requirements:

- (i) Holder of a Bachelor’s degree in Music / Arts Administration / Arts Management; a Master degree in the above disciplines is preferable
- (ii) A minimum of three years of post-degree experience in art organisations is preferable
- (iii) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent¹
- (iv) Strong sense of responsibility, self-motivated, detail-oriented, proactive, well-organised and a mature personality with good management and problem-solving skills
- (v) Able to multitask independently and in a team in a fast-paced environment with tight schedules
- (vi) Tactful manner in communicating with different stakeholders
- (vii) Knowledge in music and the Hong Kong School music industry is highly preferable
- (viii) Excellent command of spoken and written English and Chinese with fluency in Putonghua
- (ix) Proficiency in MS Office and Chinese word processing
- (x) Able to work overtime and be on duty for events held occasionally during holidays

3. Salary Scale and Fringe Benefits:

- (i) Starting Salary: \$21,875 - \$37,685 (Master Point Scale Point 8 to 18) depending on related work experience
- (ii) Medical insurance, MPF and paid annual leave

4. Terms of Appointment:

A new recruit will be appointed on a one-year probation terms. Upon passage of the probation bar, he/she may be considered for further appointment

Please send a full resume including present and expected salaries, and date of availability, by email <recruitment@hksmsa.org.hk> or by post to the Administrative Secretary, Hong Kong Schools Music and Speech Association, 7 Carmel Village Street 2/F, Homantin, Kowloon no later than **29 May 2023**. (Please state “FO (M)” on the envelope.)

Data collected will be used for recruitment purpose only. Only short-listed candidates will be contacted.

¹ For appointment purpose, “Grade C” and “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to “Level 3” and “Level 2” respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

香港房屋委員會
Hong Kong Housing Authority

Term Architect

Monthly Salary: \$72,225 (plus 15% contract-end gratuity)

Closing Date for Application: 25 May 2023

Tel. Enquiry: 2761 6170

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

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

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