



ARUP

Ove Arup & Partners Hong Kong Limited

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

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

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

Candidate who has been invited for Resident Site Staff interview after 17 February 2023 do not need to apply for the same rank.

SENIOR RESIDENT ENGINEER (Bridgeworks) (Job Number: 65810BR)

Qualifications & Experience required

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

ASSISTANT RESIDENT ENGINEER (Civil/Structural/Tunnel/Bridge) (Job Number: 65811BR)

Qualifications & Experience required

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

RESIDENT SURVEY OFFICER (ENGINEERING) (Job Number: 65812BR)

Qualifications & Experience required

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

RESIDENT SURVEY OFFICER (QUANTITY) (Job Number: 65813BR)

Qualifications & Experience required

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

RESIDENT PRINCIPAL TECHNICAL OFFICER (BIM) (Job Number: 65814BR)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 10 years of relevant post-qualification experience; OR
- At least 3 years of relevant experience as Resident Senior Technical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

RESIDENT SENIOR TECHNICAL OFFICER (BIM) (Job Number: 65815BR)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline; AND
- At least 7 years of relevant post-qualification experience; OR
- At least 7 years of relevant experience as Resident Technical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

RESIDENT TECHNICAL OFFICER (BIM/Draughting/IT) (Job Number: 65816BR)

Qualifications & Experience required

- Diploma or Higher Certificate from Construction Industry Council in Hong Kong/Hong Kong Institute of Construction/Hong Kong Institute of Vocational Education/Technical Institute/Technical College/Polytechnic University/Polytechnic in Hong Kong or equivalent in an appropriate discipline
- Experience in BIM operation, draughting work or IT discipline will be an advantage

RESIDENT INSPECTOR OF WORKS (Civil/Structural/Tunnel) (Job Number: 65817BR)

Qualifications & Experience required

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

RESIDENT INSPECTOR OF WORKS (E&M/BSE/TCSS) (Job Number: 65818BR)

Qualifications & Experience required

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

RESIDENT ASSISTANT INSPECTOR OF WORKS (Civil/Structural/Tunnel) (Job Number: 65822BR)

Qualifications & Experience required

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

RESIDENT ASSISTANT INSPECTOR OF WORKS (E&M/BSE/TCSS) (Job Number: 65823BR)

Qualifications & Experience required

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

RESIDENT WORKS SUPERVISOR I (Civil/Structural/Tunnel) (Job Number: 65824BR)

Qualifications & Experience required

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

RESIDENT WORKS SUPERVISOR I (E&M/BSE/TCSS) (Job Number: 65825BR)

Qualifications & Experience required

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

RESIDENT WORKS SUPERVISOR II (Civil/Structural/Tunnel) (Job Number: 65827BR)

Qualifications & Experience required

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

RESIDENT WORKS SUPERVISOR II (E&M/BSE/TCSS) (Job Number: 65828BR)

Qualifications & Experience required

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

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

(2) The subjects may include Chinese Language and English Language.

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

RESIDENT CLERICAL ASSISTANT (Job Number: 65830BR)

Qualifications & Experience required

- Completion of Secondary 4 with subjects studied including Mathematics, or equivalent; AND
- Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute; AND
- Knowledge in application of common business software (e.g. Microsoft Word and Excel)

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

For interested applicants, please apply online via our career website at <https://www.mottmac.com/careers/search>, click "Login or Register" and search above Job Numbers on or before **25 August 2023**.

Personal data collected will be used for recruitment purpose only.

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

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EDUCATION



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學



With 85 years of rich heritage, **The Hong Kong Polytechnic University (PolyU)** has evolved alongside our society and made pivotal contributions to the development of Hong Kong, the Nation and the world. The University pursues world-class excellence in education and research to nurture professional talents, leaders and entrepreneurs, and impactful scholars and innovators. PolyU strives to advance knowledge and address societal challenges, living up to the University's motto of "To learn and to apply, for the benefit of mankind".

Ranking among the top 100 universities globally by both the Times Higher Education (THE) and Quacquarelli Symonds (QS) World University Rankings, PolyU offers a wide range of world-class educational and research programmes in six faculties and three independent schools. PolyU has furthermore achieved remarkable results in the latest QS World University Rankings by Subject 2023 - it was placed among the top 50 universities in four disciplines, with three of them ranking 1st in Hong Kong. In the newly released metrics compiled by Stanford University, more than 200 PolyU scholars ranked among the world's top 2% most-cited scientists, the 2nd highest number in Hong Kong.

The University is now inviting applications and nominations for the following post in the Department of Rehabilitation Sciences. Please visit the website at <http://www.rs.polyu.edu.hk/> for more information about the Department.

Head of Department of Rehabilitation Sciences
(Ref. 230727008)

The successful candidate will be appointed as Chair Professor/Professor normally on regular terms of appointment (equivalent to tenured professorship), commensurate with his/her qualifications and experience, and will hold a concurrent headship appointment. The concurrent headship appointment is normally for an aggregate period of six years in two three-year terms of office. The post specification for the post concerned can be obtained from https://jobs.polyu.edu.hk/deans_heads. Other suitable candidate(s) from the search, if deemed appropriate by the University, may be appointed as Chair Professor/Professor if not as Head of Department.

Conditions of Service
Terms of appointment and remuneration package are negotiable and highly competitive. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at <https://www.polyu.edu.hk/hro/docdrive/careers/doc/Prof.pdf>.

Application and Nomination
The University invites applications and nominations for this appointment. Please submit an application through PolyU's career website (https://jobs.polyu.edu.hk/deans_heads). Candidature may also be obtained by nominations via email to the Chairman of the Search Committee for recruitment of Head of Department of Rehabilitation Sciences at hrcsrs@polyu.edu.hk. **Consideration of applications and nominations will commence on 4 September 2023 until the position is filled.** General information about the University is available at <http://www.polyu.edu.hk> or from the Human Resources Office [Tel: (852) 2766 5876]. The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.

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香港中文大學
The Chinese University of Hong Kong

Applications are invited for:

China Engagement Office
(1) Executive Officer I / II (Ref. 230002A9) (Closing date: August 22, 2023)
The appointee will be responsible for (a) co-ordination and organisation of various academic exchange activities and events; and (b) active liaison with local groups and Mainland/Taiwan institutions.
Applicants should have (i) a Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hro.cuhk.edu.hk/en-gb/languageforev>; (iii) at least 8 years' post-qualification executive experience, some of which must be gained from educational institutions; (iv) an excellent command of spoken and written English and Chinese (including Putonghua and Cantonese); (v) computer literacy; (vi) effective planning and organisational skills; (vii) good interpersonal skills and team spirit; and (viii) self-motivation, and the ability to work independently and under pressure. Those with less but at least 4 years' work experience (some of which must be gained from educational institutions) may be considered for appointment as Executive Officer II.
Applicants must submit copies of certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications may NOT be considered.
Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

The Nethersole School of Nursing
(2) Project Co-ordinator II (carrying the job title of 'Marketing Manager') (Ref. 230002DG) (Closing date: August 22, 2023)
Reporting to the School Director or his delegates, the appointee is responsible for (a) planning, organising and implementing the marketing strategies and campaigns of The Nethersole School of Nursing (the School), including the School's annual and longer term strategic plan, and marketing approaches to enhance the international image and branding, in a timely and orderly manner; (b) managing the marketing channels and preparing good quality of marketing materials, from idea, topic selection, content, design to production; (c) supporting and strengthening relationships and collaborations with local and international partners and their publicity opportunities; and (d) performing other duties as assigned by the School Director or his delegates.
Applicants should have (i) a Bachelor's degree, preferably in Marketing, Journalism, Communications, or related disciplines; (ii) at least 2 years' post-qualification work experience in the marketing or related fields; (iii) a dynamic, innovative, self-motivated and collaborative attitude with good communication, interpersonal and presentation skills, and capability of mastering various tasks independently under pressure and tight deadlines; and (iv) proficiency in spoken and written English and Chinese. Strong media and internet marketing experience will be an advantage. Shortlisted candidates will be invited to sit for a written test.
Applicants must submit the following documents in the online application: (1) an up-to-date curriculum vitae with supporting documents of solid marketing experience; (2) all academic certificates including copies of HKALE/HKDSE certificates showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications will NOT be considered.
Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

(3) Project Co-ordinator II (Ref. 230002DI) (Closing date: September 10, 2023)
The appointee will be responsible for (a) providing administrative support to the operations of the School, such as various human resources functions, accounting procedures and general office administration; (b) providing assistance in committee work; (c) preparing correspondences and reports; (d) organising and supporting School events/activities; (e) supervising junior staff; (f) liaising with internal and external parties; and (g) performing other tasks as assigned by the School Director or his delegates.
Applicants should have (i) a good Bachelor's degree; (ii) at least 3 years' post-qualification work experience in relevant areas; (iii) a good command of both written and spoken English and Chinese (including Putonghua); (iv) competency in computer/IT applications; (v) active listening and critical problem-solving skills, and analytical skills; (vi) strong communication, organisational and time-management skills; and (vii) the ability to work independently and as a team member with a strong sense of responsibility and a committed work attitude. Shortlisted candidates may be invited to sit for a written test.
Applicants must submit (1) an up-to-date curriculum vitae; and (2) copies of all academic certificates, including HKCEE/HKDSE, showing that they have fulfilled the language requirements and academic qualifications stated above, otherwise their applications will NOT be considered.
Appointment will initially be made on a 2-year contract with contract-end gratuity, renewable subject to good performance and mutual agreement.

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




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. 2300026Y) (Closing date: August 15, 2023)
The appointee 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 ApI subjects (subject to a maximum of 2 subjects), and Grade F 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 posts above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.

**Appointment of
Vice-President for Academic Affairs**




香港科技大學 (廣州)
THE HONG KONG
UNIVERSITY OF SCIENCE AND
TECHNOLOGY (GUANGZHOU)


The Hong Kong University of Science and Technology (Guangzhou) (HKUST(GZ)) was formally established in June 2022, and became the first legally-independent educational institution co-established by the Chinese Mainland and the Hong Kong SAR since the announcement and implementation of the "Outline Development Plan for the Guangdong-Hong Kong-Macao Greater Bay Area" and the "Overall Plan for Deepening Globally Oriented Comprehensive Co-operation amongst Guangdong, Hong Kong and Macao in Nansha of Guangzhou." With a spirit of pioneering innovation, HKUST(GZ) charts new territories in cross-disciplinary education and explores new frontiers in pedagogies, aiming to serve as a role model of Mainland-Hong Kong integrated educational development and become a world-class high-level university, endeavouring to nurture future-oriented, high-level and innovative talents.

HKUST(GZ) is seeking applications and nominations for the position of Vice-President for Academic Affairs (VPAA). Reporting to the President and working closely with other VPs, the VPAA will oversee academic matters of the four Academic Hubs, including curriculum development, academic programs, faculty hiring and evaluation, and academic policies; ensure that all academic areas are integrated, and that teaching, research and academic affairs are linked in a coherent and effective manner. The VPAA will also work with the HKUST Clearwater Bay Campus to support the "Unified HKUST, Complementary Campuses" framework by providing an encouraging atmosphere for faculty to collaborate across campuses.

The VPAA should have a deep understanding of academic affairs, experience in academic administration, strong leadership skills, the ability to think strategically, and an outstanding academic background with rich experience in academic leadership, such as serving as a dean or department head. The appointee should also possess excellent communication and interpersonal skills, as well as a deep understanding of the needs of both students and faculty.

HKUST(GZ) will be supported in this appointment process by the executive search firm Perrett Laver. For further details including job description, person specification and information on how to apply, visit <https://candidates.perrettlaver.com/vacancies/> quoting reference number 6772. For informal enquiries please contact Mr Kieran Pollentine at kieran.pollentine@perrettlaver.com.





香港城市大學
City University of Hong Kong

#54 | World University
#4 | World's top 50 Universities under age 50
#4 | World's Most International Universities

City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly-funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement.

Applications are invited for :

Legal Counsel [Ref. D/381/03]

Duties : We are now looking for an experienced lawyer to join our Legal Counsel Office. The appointee will assist the General Counsel to provide a full range of legal services and advice to the University in all major areas of University operation, focusing on contentious matters and civil litigation (for example construction, contractual and employment disputes), liaising with external lawyers in managing litigation cases and representing the University in legal proceedings. The appointee will also be advising the University on policies and regulations, drafting and negotiating contracts. Other works such as advising on institutional governance, general corporate commercial matters, research contracts, intellectual property and licensing, and operations in the Mainland China may also be required.

Requirements : A barrister or solicitor admitted to practice in Hong Kong with at least 6 years' post-qualification legal experience, with an emphasis on civil litigation practice (experiences in handling construction, contractual and employment disputes would be an advantage). Other experiences in relation to corporate and commercial, intellectual property, commercial transactional works, and / or PRC related advisory work would also be an advantage. Excellent interpersonal and communication skills, ability to work independently, proficiency in written and spoken English and Chinese (preferably including Putonghua) are required. Excellent academic and professional credentials, a collaborative and client-enabling approach to legal advising and familiarity with the higher education setting are definite advantages.

Candidates with less experience or lower qualifications may be considered for a junior position.

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

Salary and Conditions of Service
Remuneration package will be highly competitive, commensurate with qualifications and experience. Appointment will be made on a fixed-term contract; fringe benefits include gratuity, leave, medical and dental schemes.

Information and Application
Further information on the post and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : hrojob@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>. The closing date is **31 August 2023**. Applications will receive full consideration and only shortlisted applicants will be contacted. The University's privacy policy is available on the homepage.

City University of Hong Kong is an equal opportunity employer. We are committed to the principle of diversity. Personal data provided by applicants will be used for recruitment and other employment-related purposes.

Worldwide recognition ranking #54 (QS 2023), and #4 among top 50 universities under age 50 (QS 2021); #4 in the World's Most International Universities (THE 2023); #1 in Automation & Control/Electrical & Electronic Engineering/Materials Science & Engineering/Metallurgical Engineering/Nanoscience & Nanotechnology and #3 in Telecommunication Engineering in Hong Kong (GRAS 2022); and #42 Business School in the World and #5 in Asia (UT Dallas 2018 to 2022)



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

**University Health Service
Physician**
(Ref: 23000290) (Closing Date: August 25, 2023)

Applicants should (i) be fully registered medical practitioners holding a valid annual practising certificate with the Hong Kong Medical Council; (ii) have at least two years' relevant experience after full registration; and (iii) have good working knowledge of both Chinese and English. Having experience in Family Medicine or Emergency Medicine is an advantage.

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

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

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

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EDUCATION

EDUCATION BUREAU
Non-Civil Service Vacancy
Project Officer I
(Research and Development Projects)
(EDB/EI/403/23)

Salary: \$68,021 per month (Gratuity: 10%)
(Contract Period: 1 year)

Closing Date for Application: 18 August 2023

Tel. Enquiry: 3527 0176

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



Australian International School
Hong Kong

APPLICATION
DETAILS



AISHK is seeking candidates for a career opportunity:
FOOD TECHNOLOGY ASSISTANT

The successful applicant will provide practical, administrative and classroom support for teaching staff and students as part of a learning environment.

Essential and Desirable Criteria:

- Oral and written communication skills effective in liaising with a wide range of people.
- Ability to use information and communication technology to manage assigned tasks.
- Experience in working effectively, independently, and as part of a team within a school environment.
- Experience and knowledge of food handling and preparation of food.
- Ability to reside and work in Hong Kong essential.

Working hours:
Mondays-Fridays, 8:00am to 4:30pm (Term time only)
Commencement Date: **October 2023**
Contract agreement dates will be confirmed with successful applicant.

www.aishk.edu.hk

Vacancy for Homeroom Teacher (NET) /
English Language (NET)

We are a Direct Subsidy Scheme English primary school committed to providing our students with quality learning and teaching, and prepare them for the challenges of the 21st Century. We have a diverse team from different backgrounds that has helped us develop our own school culture, which would best be described as East Meets West.

P1-P6 NET English teacher (with housing allowance)

Qualifications
We are inviting Native English Speaking Teachers (NET) who are team players, passionate to teach, and adaptable to apply for the captioned post. Experience working in Asian culture will be an advantage.

Teaching qualification or subject-related degree obtained preferred. Previous teaching experience in primary schools will be an advantage.

Major responsibilities

- Class teacher and main teacher for English. Co-teaching with a local teacher for English, Math, Science and Life education (school-based program).
- Support classes at different levels.
- Carry out responsibilities related to pastoral care, teaching methodology enhancement and school operation in teams.
- Help develop and create materials for school-based curriculum.
- Attend school-based training during school hours.

Please submit application letter and resume to the Principal, Fokien Secondary School Affiliated School, Phase 2, Yau Tong Estate, Kowloon or email to recruit@fssas.edu.hk on or before 17 August 2023. Appointment period will start from August, 2023.

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jobs to keep you on top

Native English Teacher (NET)
New Asia Middle School

Potential candidates are required to teach junior and senior secondary students English Language and work collaboratively with the English Panel in the preparation of teaching materials, curriculum development, arranging cross-curricular activities, running the English Corner and activities organized by English Society etc. Experience in preparing students for Speech Festivals and/or conducting drama activities/debates is an advantage.

Contract period: 16 August 2023 to 15 August 2025.

Applicants should possess native-speaker English competence with a bachelor's degree in English/B. Ed./ Diploma in TEFL/TESL qualification at diploma level AND a PGCE/PCED AND at least one year's post-graduate experience of teaching English at secondary school.

Interested candidates please send application letter and resume with recent photo to the Principal by email (info@nams.edu.hk) on or before 19 August 2023.

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

Please refer to the following for further information:
<http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html>

GENERAL

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

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

Curator (Objects), Hong Kong Palace Museum (Ref: R3458)

Reporting to the Head Curator, Curator will supervise a team of curatorial staff and take the lead in formulation of interpretation plans for exhibitions.

The incumbent will be responsible for:

- Assist the Head Curator in formulating strategic plans for the HKPM in relation to the scope of exhibitions, collections and relevant curatorial programmes;
- Plan and implement a dynamic mix of exhibitions, publications and curatorial activities to develop their understanding of Chinese history, art and culture and awareness of its significance as a vital social and cultural force;
- Coordinate with the Palace Museum on matters related to the arrangement of displaying its collection in the HKPM's exhibitions, as well as other collaborations on research and curatorial matters;
- Develop relationships and networks with international and regional museums and institutions, as well as stakeholder groups such as collectors, donors, and partners to identify collaborative opportunities;

Plan and oversee the configuration, organisation and management of the exhibition galleries of the HKPM under his/her purview;
Take lead in content development and conduct academic research for preparation of write-ups for museum exhibitions and publications;
Manage the team by providing coaching and guidance on delivering exhibitions; and
Prepare and monitor the annual departmental budget related to exhibitions and curatorial programming at the HKPM.

The ideal candidate should possess the following attributes:

- A recognised university doctoral degree in relevant disciplines;
- At least 8 years of experience in curatorial and museum-related work;
- Specialisation in the history of Chinese objects/artifacts with a broad knowledge of Chinese arts;
- Networks with museums, collectors, donors and academics, etc.; and
- Proficiency in written and spoken Chinese and English.

Senior Conservator, Hong Kong Palace Museum (Ref: R3553)

Reporting to the Deputy Director, Curatorial and Programming, the Senior Conservator will supervise a team of Conservators and Collection Managers to meet the highest possible standards in preventative and remedial conservation and collection care. The incumbent will be responsible for:

- Supervise and perform conservation work, including examination, conservation assessment, research, treatment, and documentation of objects as well as preparation of objects for exhibition, and ensuring gallery and storage environment is well maintained all the time for the objects;
- Take the lead in exhibition related conservation work; advise on climate control, packing materials and methods, display duration and methods, mounting, framing and matting, and issues related to display cases;
- Develop and regularly review guidelines, policies, standards, and procedures for the conservation and care of the museum's collections as well as incoming and outgoing loans; collaborate with relevant teams to develop emergency plans and disaster preparedness protocols;
- Develop conservation and collection management budget and monitor expenditures;
- Work collaboratively internal and external stakeholders ensure the proper care of the museum's collection, loans, and the safety of the museum environment;
- Take an active role in the building and training of the HKPM conservation and collection management team (including staff and interns);
- Play a leading role in advocating for the development of the conservation and collection management profession in Hong Kong and the region and proactively representing the HKPM in local, regional and international conservation forums; and
- Perform other duties as assigned by supervisor when deemed necessary.

For interested parties, please submit your application letter on or before 19 August 2023 along with your CV outlining your suitability for the role, expected salary and earliest availability. Applicants are encouraged to submit their applications as soon as possible via:

WKCD.A.CUR.OBJ@kornferry.com for Curator (Objects), Hong Kong Palace Museum

WKCD.A.SEN-CONS@kornferry.com for Senior Conservator, Hong Kong Palace Museum

Applications will be considered until the post is filled.

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

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

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

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

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

Resident Engineer (Civil) (Ref. No.: UWTS2_RE)
Candidates should have:
(1) Corporate Membership of the Hong Kong Institution of Engineers (Civil Discipline) or equivalent.

Resident Assistant Clerical Officer (Labour Relation) (Ref. No.: UWTS2_RACO(LR))
Candidates should have:
(1) Level 2 or equivalent^{HKM}1 or above in five subjects in HKDSEE or equivalent; or
(2) Level 2^{HKM}2/ Grade E or above in five subjects in HKCEE or equivalent; and
(3) Knowledge in application of common business software (e.g. Microsoft Word and Excel); and
(4) Full-time working experience on personnel management or human resources related duties; and
(5) Preferably with post-secondary certificate on personnel management or human resources.

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


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


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 25 August 2023.

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

 snclavalin.com atkinsglobal.com





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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.

Resident Works Supervisor I (Civil) (Ref. No.: UCEKS3_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
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; or
- 5 years' experience as a skilled worker in an appropriate discipline; and
- 3 years' relevant post qualification experience; or
- Minimum 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects; and
- Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

Resident Works Supervisor II (Ref. No.: UCEKS3_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 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.

The employment contract will be 12 - 24 months, subject to the contract needs. 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 1 September 2023.

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


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

Meinhardt (Hong Kong) Ltd. has been appointed by the Water Supplies Department as the Consultant for the above Project. The works of the Contract include construction of the proposed Pressure Management Area (PMA) chambers, District Metering Area (DMA) chambers, critical pressure point chambers and all associated works for the PMAs and DMAs for fresh water distribution systems. The Contract commenced in October 2020 and will take about 42 months to complete. We now invite applications for the following Resident Site Staff positions:

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

Candidates should have (a) a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical institute or college (T/TC) / Polytechnic university or polytechnic in Hong Kong (Poly) or equivalent in Civil Engineering; and
(b) at least 13 years' relevant post-qualification experience in civil engineering works of which at least 4 years' relevant experience as Resident Inspector of Works or above in public works projects with reinforced concrete structures and laying of water mains in urban and rural areas; and
(c) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent.

2. RESIDENT INSPECTOR OF WORKS (Ref: 91475/RIOW)

Candidates should have (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
(b) at least 8 years' relevant post-qualification experience in civil engineering works of which at least 4 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects and at least one-year experience in laying of water mains; and
(c) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent.

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

Candidates should have (a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and
(b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and
(c) 1 year of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

4. RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: 91475/RSSO(Q))

Candidates should have (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
(b) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and
(c) at least 7 years relevant post-qualification experience in Quantity Surveying of which 2 years shall be in a position equivalent to Survey Officer (Quantity) or above.

5. RESIDENT SURVEY OFFICER (QUANTITY) (Ref: 91475/RSO(Q))

Candidates should have (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
(b) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and
(c) at least 1 year relevant post-qualification experience in Quantity Surveying.

Term of Appointment:

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for positions 1-5. The incumbents of 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:

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

FUGRO (HONG KONG) LIMITED
輝固(香港)工程顧問有限公司



Agreement No. CE14/2023 (GE)
Management and Operation of Public Works Regional Laboratory (Kowloon) – Design and Construction

Fugro (Hong Kong) Limited, an international consulting firm of Fugro N.V. Groups, has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department, to man, operate and manage Public Works Regional Laboratory (Kowloon).

We have vacancies for the following posts of resident laboratory staff (RLS) who meet the minimum qualification and experience. The laboratory works are scheduled to commence in September 2023 for about 48 months.

Resident Senior Technical Officer (RSTO)
(Ref.: RSTO/CE14/23)

Minimum Qualifications and Experience:

- (a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline; and
- (b1) Minimum 7 years post qualification experience in construction material testing; or
- (b2) Minimum 7 years relevant experience as RTO or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook ; and
- (c) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or in the 2007 HKCEE and henceforth, or Grade E or above in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007, or equivalent.

Resident Technical Officer (RTO)
(Ref.: RTO/CE14/23)

Minimum Qualifications and Experience:

- (a) Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline ; and
- (b) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or in the 2007 HKCEE and henceforth, or Grade E or above in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007, or equivalent.

Resident Laboratory Assistant (RLA)
(Ref.: RLA/CE14/23)

Minimum Qualifications and Experience:

- (a) Pass a trade-cum-physical test during an interview; and
- (b1) A minimum of one year experience in laboratory or construction works; or
- (b2) Certificate from CIC/HKIC/IVE/TI/TC/Poly or eq. in appropriate discipline; or
- (b3) Completed a recognized technician apprenticeship in appropriate discipline ; and
- (c) Met the language proficiency requirements of Primary 6 or above in Chinese Language and English Language, or equivalent.

Resident Assistant Clerical Officer (RACO)
(Ref.: RACO/CE14/23)

Minimum Qualifications and Experience:

- (a) Met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or in the 2007 HKCEE and henceforth, or Grade E or above in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007, or equivalent; and
- (b) Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and
- (c) Knowledge in application of common business software (e.g. Microsoft Word and Excel).

Terms of Appointment:

Appointments will be made on Agreement Term with Fugro (Hong Kong) Limited for a period of 12-24 months in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualification and experience.

Confidential application including full details of academic qualifications, working experience and safety training, copies of qualification certificates and employment references, availability, present and expected salary, contact telephone number shall be sent to: The Project Director, Fugro (Hong Kong) Ltd., 10/F, Fugro House – KCC2, 1 Kwai On Road, Kwai Chung, New Territories or by email to recruit@fugro.com.hk, on or before 18 August 2023. (Please quote the ref. no. on the application and envelope).

Applicants shall receive an Acknowledge of applications within 7 working days upon received. If Acknowledgement is not received within that said time frame, please contact our Human Resources Department at 2577 9023 or recruit@fugro.com.hk before 25 August 2023.

Preference will be given to those candidates who have attended the mandatory basic safety training courses. Applicants who have not been contacted within 2 months from the close of application may assume their application unsuccessful.

Personal data collected will be kept in strict confidence and used for recruitment purpose only.



MANNINGS
(Asia) Consultants Limited

is appointed as the consultant by the Highways Department, the Government of Hong Kong Special Administrative Region for the contract of Provision of Universal Accessibility Facilities at public walkways.

Mannings (Asia) Consultants Limited is now seeking applications to fill the following site staff posts of the contract.

The works comprise the provision of passenger lifts and staircases for existing public walkways located in New Territories; and the associated civil and geotechnical works, electrical and mechanical works, site investigation works, modification works for existing structures, road and drainage works, landscaping works, etc.

The employment will be made in accordance with the prevailing Government's terms and conditions. The incumbent may be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and Public Holidays).

(1) SENIOR RESIDENT ENGINEER (CIVIL) (Ref: Q1062/SRE(C))

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline and
- At least 5 years' relevant post-qualification experience.

(2) RESIDENT ENGINEER (Ref: Q1062/RE)

Candidates should have:

- Corporate Membership of the Hong Kong Institution of Engineers or equivalent in an appropriate discipline.

(3) ASSISTANT RESIDENT ENGINEER (CIVIL) (Ref: Q1062/ARE(C))

Candidates should have:

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

(4) RESIDENT ASSISTANT INSPECTOR OF WORKS (CIVIL) (Ref: Q1062/RAIOW(C))

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 3 years' relevant post-qualification experience; or
- At least 5 years' relevant experience inclusive of 1 year relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or
- At least 3 years' relevant experience inclusive of 1 year 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.

(5) RESIDENT WORKS SUPERVISOR I (CIVIL) (Ref: Q1062/RWSI(C))

Candidates should have:

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

(6) RESIDENT WORKS SUPERVISOR II (CIVIL) (Ref: Q1062/RWSII(C))

Candidates should have:

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

(7) RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: Q1062/RSSO(Q))

Candidates should have:

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

(8) RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: Q1062/RSSO(E))

Candidates should have:

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

(9) RESIDENT SENIOR TECHNICAL OFFICER (CIVIL) (Ref: Q1062/RSTO(C))

Candidates should have:

- Diploma or Higher Certificate from a Construction Industry Council in Hong Kong/ Hong Kong Institute of Construction/ Hong Kong Polytechnic/ Polytechnic University/ Hong Kong Institute of Vocational Education/ Technical Institute/ Technical College or equivalent in an appropriate discipline; and
- At least 7 years' relevant post-qualification experience; or
- At least 7 years' relevant experience as Resident Technical Officer or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

(10) RESIDENT TECHNICAL OFFICER (CIVIL) (Ref: Q1062/RTO)

Candidates should have:

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

Applicants may also 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" from the webpage of Development Bureau.

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions. The possession of a Certified Worker Certificate (Confined Space) is an additional prerequisite for positions 4 to 6.

Please do not apply for more than one post in each application.

We offer salary commensurate with qualifications and experience. Please apply before 19 August 2023, with full resume, availability, present salary, contact telephone number, email address, and quoting Reference Code to:

THE HUMAN RESOURCES MANAGER,
MANNINGS (ASIA) CONSULTANTS LTD.
5TH FLOOR WINNING COMMERCIAL BUILDING, 46-48 HILLWOOD ROAD,
TSIM SHA TSUI, KOWLOON, HONG KONG
OR by e-mail to: hr@manningasia.com

Applications and personal data collected will be used for recruitment purpose only.

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

This Contract forms part of the works under the Landslip Prevention and Mitigation Programme (LPMitP) Project. C M Wong & Associates Ltd has been appointed by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department (CEDD) for the investigation, design and supervision of upgrading works under this Contract (CEDD Contract No. GE/2020/05) aiming to mitigate the natural terrain hazards to 3 natural hillside study areas at Lei Yue Mun and Clear Water Bay Road and upgrade some 8 government slopes in Hong Kong Island, Kowloon and the New Territories. This Contract has been commenced in July 2021 and is anticipated to be completed by April 2024.

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

Resident Works Supervisor Class I (RWSI/GE/2020/05)

Minimum Qualification and Experience:

- (a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or
- (b) Completed a recognized technician apprenticeship in Civil Engineering; or
- (c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or
- (d) Minimum of 5 years' experience as a skilled worker in Civil Engineering; and (e) Minimum of 3 years' relevant post-qualification experience; or
- (f) Minimum of 3 years' relevant experience as a Resident Works Supervisor Class II or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

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

Minimum Qualification and Experience:

- (a) Certificate from Construction Industry Council in Hong Kong (CIC)/Hong Kong Institute of Construction (HKIC)/Hong Kong Institute of Vocational Education (IVE)/Technical Institute which was/is a member of VTC (TI)/Technical College which was/is a member of VTC (TC)/Polytechnic University/Polytechnic in Hong Kong (Poly) or equivalent in an appropriate discipline; or
- (b) Successfully completed a recognized technician apprenticeship in Civil Engineering; or (c) Successfully completed a recognized craft apprenticeship with two years' experience as a skilled worker in Civil Engineering; or
- (d) Minimum of 5 years' experience as a skilled worker in Civil Engineering.

Terms of Appointment:

The duration of appointment of the above posts is anticipated to be about 9 months. Successful candidates will be employed under the prevailing civil service practices.

Please send confidential applications, including full details of academic qualifications and working experience, copies of qualification certificates and employment references, availability, contact telephone number and quoting the reference code on the letter and envelope to C M Wong & Associates Ltd, 11/F Universal Trade Centre, 3-5A Arbuthnot Road, Central, Hong Kong, for the attention of the Administrative Manager or Email to hr@cmwal.com on or before 25 August 2023.



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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
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HONG KONG MONETARY AUTHORITY

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

Senior Portfolio Manager (Private Markets)

Key Responsibilities

- Support the operations and investment activities of the Long-Term Growth Portfolio ("LTGP")
- Analyse market dynamics and identify key investment trends to support deal sourcing, investment execution and asset management of the real assets portfolio
- Support CIO and Heads on strategy formulation, investment planning, and team development
- Maintain and deepen investment relationship with existing counterparties
- Monitor global economic and financial market developments
- Perform all tasks according to internal guidelines and international best practices

Requirements

- University degree with good academic results in business, finance, economics or related fields
- At least 5 years of relevant experience preferably in real assets, or merger and acquisition
- General knowledge of various private market asset classes, in particular real estate
- Direct investment experience in buy side across acquisition and asset management, and good financial modeling knowledge preferred
- High versatility and flexibility, and good attention to details
- Good logical and critical thinking with a sharp and analytical mind
- Good project management skills
- Good presentation and communication skills
- Good command of both English and Chinese. Proficiency in Putonghua an advantage
- A good team player with ability to work with others to achieve the objectives

Manager (Retail Payment Oversight)

Key Responsibilities

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

Requirements

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

Manager (Central Moneymarkets Unit)

Key Responsibilities

- Liaise with various stakeholders, including system developers, market participants, policy units etc., to deliver user requirements for the development and ongoing enhancement of the debt securities settlement system (CMU)
- Conduct impact analysis on the rule/system changes of the connecting financial infrastructures and linkage central securities depositories (CSD), such as HK RTGS and international CSD
- Review functional specifications, monitor testing activities, formulate rules and procedures for project implementation
- Work with IT to implement in-house system enhancement and process automation
- Provide support in the routine operation of the CMU, e.g., monitor settlement activities, maintain access control and coordinate response to oversight unit
- Prepare circulars, presentation/training materials and management reports

Requirements

- University degree in finance, business or related fields
- At least 3 years of relevant experience in banking industry or financial institutions
- Good understanding of international / domestic bond settlement and payment system operation in Hong Kong and Mainland an advantage
- Good interpersonal and communication skills, with sound business sense and logical thinking
- Good writing skill
- Good command of both written and spoken English and Chinese, including Putonghua

Senior Officer (Risk Management and Compliance) – Credit Risk

Key Responsibilities

- Support the preparation of regular credit risk management reports for various Committees and Sub-committees of the Exchange Fund
- Undertake the groundwork for research and assessment on credit risk related issues to support the review and formulation of credit policies
- Enhance and maintain credit risk limit framework under the Investment Management Platform, which includes automating system reports and workflows
- Prepare business requirements and conduct user acceptance tests for new functions or changes of the internal systems
- Assist in other day-to-day administrative and ad hoc tasks as assigned

Requirements

- University degree in information technology, finance, risk management, statistics or related disciplines
- At least 3 years of relevant work experience with good knowledge of investment products
- Proficiency in Bloomberg, Microsoft Excel and related computer programmes
- Experience in Python, UiPath and Tableau an advantage
- Good command of both written and spoken English and Chinese
- Attention to details and ability to work under pressure

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

Senior Officer (Human Resources)

Key Responsibilities

- Assist in supervising a team on the recruitment and selection process, and provide coaching and advice to team members on related issues
- Provide support to various human resources functions, such as recruitment, manpower planning, career development, maintenance of human resources information system, and other HR policy reviews and functions
- Assist in the procurement activities of recruitment services as necessary
- Handle other ad hoc tasks as and when required

Requirements

- University degree
- At least 3 years of relevant HR experience in a supervisory role
- Good attention to details with the ability to multitask and prioritise diverse tasks
- Good analytical, communication and interpersonal skills
- Well-versed in PC knowledge and skills, e.g. MS Word, PowerPoint
- Good command of English and Chinese

Closing Date for Application: **26 August 2023.**

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

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

Senior Manager (Market Development)

Key Responsibilities

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

Requirements

- University degree, preferably with professional qualification in finance, economics, law or related fields
- At least five years of relevant experience in finance, capital market or related fields
- Experience in handling policy and regulatory issues, or debt capital markets a plus
- Excellent analytical, project management, and writing and communication skills
- Good command of both written and spoken English and Chinese

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

Manager (Enforcement)

Key Responsibilities

- Conduct investigations, analyse evidence and where appropriate, prepare cases for disciplinary proceedings and/or prosecution
- Handle and assess all types of banking complaints to decide whether there are grounds for investigation
- Interview complainants and other stakeholders, and prepare interview statements

Requirements

- University degree, preferably in finance, accounting or law. Relevant advanced degree or professional qualification a plus
- At least 3 years of hands-on experience in one or more of the following areas:
 - handling of work in relation to regulatory authority or enforcement agency including investigation of misconduct, corruption offences, financial or money-laundering crimes relating to the financial industry
 - disciplinary or criminal proceedings relating to the financial industry
 - handling of banking complaints or complaints in related fields
 - auditing, bank investigation, bank compliance, relevant litigation or related fields
- Sound knowledge and understanding of the securities market, insurance market, financial products and the banking industry
- Good analytical, interpersonal, communication and presentation skills, and attention to details
- Highly motivated and capable of working effectively and efficiently to tight deadlines and under pressure, both autonomously and as part of a team
- Strong confidence in interacting with the complainants and other stakeholders
- Good command of both written and spoken English and Chinese, including Putonghua

Manager (Digital Finance) – Regulation and Supervision

Key Responsibilities

- Support the formulation and implementation of a regulatory regime on stablecoin
- Assist the development of local supervisory priorities on stablecoin
- Keep abreast of relevant development of regulatory compliance and industry best practices
- Prepare briefing materials, presentations, and other written reports on relevant subjects
- Maintain good working relationship with the Government, financial regulators and industry players

Requirements

- University degree
- At least three years of relevant experience preferably in financial technology, virtual asset or related fields; prior experience in supervisory and regulatory fields a plus
- Strong analytical, interpersonal and communication skills
- Hardworking, with a strong sense of responsibility and integrity
- Able to conduct research thoroughly
- Good command of both written and spoken English and Chinese; proficiency in Putonghua a plus

Manager (Resolution Office) – Policy Team

Key Responsibilities

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

Requirements

- University degree in banking, finance, accounting, business, economics, risk management, law or related fields
- At least 3 years of relevant experience in the banking industry or in the regulatory, auditing, consultancy or financial services field.
- Knowledge of international standards on resolution and work of banks to address impediments to resolvability not a must but an advantage
- Understanding of banks' operations and financial statements
- Well-developed analytical skills, with research capability and attention to detail
- Highly motivated, well organised and capable of working to tight deadlines, both autonomously and as part of a team
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese; proficiency in Putonghua an advantage

Manager (Resolution Office) - Execution Team

Key Responsibilities

- Undertake, in coordination with the relevant home and host authorities, resolution planning for Authorized Institutions (AIs):
 - Analyse the business, financial, legal and operational arrangements of AIs in the context of resolution planning
 - Develop resolution strategies for AIs
 - Assess AIs' resolvability and work with AIs to remove identified barriers to resolvability
 - Implement the HKMA's resolution policy standards and work with AIs as they build up and test frameworks and capabilities for enhancing resolvability
- Work with overseas authorities via Crisis Management Groups, resolution colleges, and/or bilateral coordination on the cross-border resolution planning for global systemically important banks and regional banks with operations in Hong Kong
- Enhance the HKMA's resolution execution capability through, for instance, development of frameworks and mechanics for bail-in and transfer stabilization options
- Strengthen the crisis preparedness of authorities through home-host coordination arrangements and crisis simulation exercises
- Contribute to international policy initiatives on resolution reforms via the HKMA's membership in relevant steering and technical working groups at the Financial Stability Board, with a view to reflecting the perspectives of Hong Kong in international policy formulation and implementation monitoring

Requirements

- University degree in business, finance, accounting, economics, law or related fields
- At least 3 years of relevant experience in the banking industry (e.g. as a regulator, credit or equity analyst, risk management professional, auditor, consultant or an investment banker on capital, merger and acquisition, or restructuring transactions, etc.)
- Knowledge of international standards on resolution and work of banks to address impediments to resolvability not a must but an advantage
- Understanding of banks' operations, financial statements as well as regulatory capital and liquidity requirements
- Well-developed analytical skills, with research capability and attention to detail
- Highly motivated, well organised and capable of working to tight deadlines
- Good communication and interpersonal skills
- Good command of both written and spoken English and Chinese; proficiency in Putonghua an advantage

Closing Date for Application for the posts of Senior Manager (Market Development), Manager (Enforcement) and Manager (Digital Finance) – Regulation and Supervision: **19 August 2023**.

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

Closing Date for Application for the posts of Manager (Resolution Office) – Policy Team and Manager (Resolution Office) – Execution Team: **26 August 2023**.

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

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GOVERNMENT APPOINTMENTS



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

Environmental Nuisance Investigator (Salary: HK\$21,785 per month)

- Entry Requirements:** Candidates should -
- (a) have (i) a Higher Diploma in Environmental Health / Health Services Management from a local institution, or equivalent; OR (ii) a Higher Diploma in Environmental Technology, Certificate / Higher Certificate in Building Studies / Building Services Engineering / Mechanical Engineering from a local institution, or equivalent;
 - (b) have 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 equivalent;
 - (c) be able to write and communicate in Chinese and English; and
 - (d) be able to perform outdoor work independently.

[**Notes:** (a) 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;
(b) candidates should give a detailed account of their working experience in the application forms;
(c) incomplete applications will NOT be further processed; and
(d) candidates are required to sit for a written test.]

- Duties:**
- (a) to investigate and handle water seepage / water dripping from air-conditioner and other complaints in relation to environmental hygiene / pest nuisances, submit investigation reports and recommend follow-up action;
 - (b) to conduct inspections and surveys concerning environmental hygiene / pest nuisances;
 - (c) to perform law enforcement duties;
 - (d) to give witness statement in legal proceedings and to testify in court against plead-not-guilty cases;
 - (e) to assist in special operations/ campaigns to abate environmental hygiene problems/ pest nuisances and organizing health education campaigns;
 - (f) to assist Health Inspectorate grade officers as well as other designated staff/ personnel to carry out other public health and environmental hygiene duties; and
 - (g) to perform any other duties as assigned by senior officers.

[**Notes:** (a) Required to work 45 hours per week (excluding meal breaks); to work shifts and / or irregular hours and in remote locations; and (b) may be required to wear working outfits provided by the Department whilst on duty.]

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

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

Fringe Benefits: Rest days, statutory holidays (or substituted holidays), annual leave, maternity leave or paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. Non-Sunday General Holidays (or alternative holidays) will also be granted.

How to Apply: Application forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau website (<http://www.csb.gov.hk>). Completed forms should be submitted to the contact address below on or before the closing date for application (25 August 2023). The postmark date on the envelope will be regarded as the date of submission of application. Please specify on the envelope “**Application for the Position of Environmental Nuisance Investigator**”. Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be handled by Hongkong Post. To ensure mail items be duly received by this department, and to avoid unnecessary delivery delay (e.g. return to sender), please pay sufficient postage before posting mail items to this department. On-line application can also be made through Civil Service Bureau website (<http://www.csb.gov.hk>). Candidates should state in detail in the application forms their academic qualifications and employment records with post title and detailed description of duties.

ALL applicants, no matter having made an on-line application or submitted an application by post, **MUST send by POST not later than 1 September 2023** to the contact address below photocopies of all official certificates and transcripts of studies in support of the academic qualifications stated in the application form (including photocopies of certificates and transcripts showing the results achieved in Chinese and English languages). The postmark date on the envelope will be regarded as the date of submission of supporting documents. Applicants who have made an on-line application should also quote the ‘on-line application number’ on the envelope and on all photocopies of certificates and transcripts.

Applications which are incomplete, late, or submitted by fax / email, or are not made in the prescribed form will not be considered. Applications without photocopies of supporting documents submitted to the contact address below on or before 1 September 2023 will be regarded as incomplete and will not be considered. For purposes of contact and notification, applicants are required to state e-mail addresses in the application forms. Candidates who are selected for selection interview and written test will normally receive an **invitation by e-mail** in about six to eight weeks from the closing date for application. Those who are not invited for selection interview and written test may assume that their applications are unsuccessful.

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

Closing Date for Application: 25 August 2023

- General Notes:**
- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
 - (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
 - (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
 - (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
 - (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview and written test.
 - (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
 - (g) Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. Such applicants **MUST** submit official documents issued by the relevant academic institutions which stated the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes, together with other required documents, to the contact address by POST not later than 1 September 2023.
 - (h) Non-civil service vacancies information contained in this column is also available on the following websites: <http://www.gov.hk> of the GovHK and <http://www.fehd.gov.hk> of the Food and Environmental Hygiene Department.
 - (i) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

INNOVATION AND TECHNOLOGY COMMISSION

Translator/Administrative Assistant

(Salary : HK\$29,000 - HK\$35,000 per month, depending on qualification and experience)

- Entry Requirements :**
- Candidates should have –
- (a) a degree from a Hong Kong university, or equivalent, in Translation, Chinese Language, English Language, Chinese Literature or English Literature [see Note (1)];
 - (b) level 3 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [see Note (2)];
 - (c) at least three year’s post-qualification full-time working experience in translation;
 - (d) well-versed in Chinese Word Processing;
 - (e) knowledge in Putonghua; and
 - (f) relevant experience in government departments or public bodies would be an advantage.

- Note :**
- (1) Candidates should mark clearly on their application forms the major and minor subjects studied in their degree courses. Candidates possessing additional qualifications (e.g. a higher degree in a relevant subject) should include details in their applications.
 - (2) For the purpose of appointment of Non-Civil Service Contract Staff, ‘Grade C’ in Chinese Language and English Language (Syllabus B) or ‘Grade A’ in English Language (Syllabus A) in HKCEE before 2007 are accepted administratively as comparable to ‘Level 3’ in Chinese Language and English Language in the 2007 HKCEE and henceforth.
 - (3) Completed Application Forms, together with copies of the following supporting documents: (i) CV; (ii) HKDSEE/ HKCEE/Common Recruitment Examination results (if any); and (iii) record of related present and previous employment should be provided. Candidates must list the nature and relevancy of the post-qualification experience in a separate curriculum vitae (CV).
 - (4) Shortlisted candidates will be required to sit for a written test.
 - (5) The position is open to both male and female applicants.

Your application will NOT be considered if your qualifications do not fully meet any of the entry requirements (a), (b) and (c) by the closing date for application.

- Duties :**
- The Translator/Administrative Assistant is mainly deployed on :
- (a) translating Chinese into English and vice versa;
 - (b) drafting and vetting documents in Chinese and English;
 - (c) providing advice on the use of Chinese;
 - (d) providing interpretation services at boards, meetings and interviews;
 - (e) assisting in the discharge of Human Resource Management functions including serving as secretary in recruitment exercises, and preparing letters, paper and other documents related to personnel matters;
 - (f) performing office administration work; and
 - (g) performing any other tasks as assigned by the supervisors.

Terms of Appointment : A fixed period for two years on non-civil service contract terms.

- Fringe Benefits :**
- (a) A gratuity may be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. Such gratuity, 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, may add up to 10% of the total basic salary drawn during the contract period.
 - (b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity leave/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.

How to Apply :

Application Forms [G.F. 340 (Rev.7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau’s website (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach the below contact address. Please specify the title of the post being applied for on the envelope. Copies of the required supporting documents should be submitted together with the completed application forms. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Commission and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applications submitted by fax or e-mail will not be accepted. If candidates fail to provide the supporting documents as required, their applications will not be considered. **Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for selection interview will normally receive an invitation (by email or by post) in about ten to twelve weeks from the closing date for application.** Those who are not invited for written test/selection interview may assume that their applications are unsuccessful.

Applications may NOT be considered if late, incomplete (e.g. without provision of CV or copies of academic qualification certificates and record of present and previous employment as mentioned above), submitted by fax or e-mail, or if it is not clear from your statements that you have met the entry requirements for this position.

Contact Address and Enquiry Telephone : Human Resources Section, the Innovation and Technology Commission, 47/F., High Block, Queensway Government Offices, 66 Queensway, Hong Kong. (Tel. 2867 5863).

Closing Date for Application : 18 August 2023
By post: The postmark date on the envelope will be regarded as the date of application.
For applications submitted by hand, they should reach the contact address during office hours and before 17:00 hours of the closing date.

- 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 interview.
 - (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
 - (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. **They should submit copies of their official transcripts and certificates with their applications by mail to the above contact address.**
 - (h) Non-civil service vacancy information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk> and the Innovation and Technology Commission Homepage at <http://www.ite.gov.hk>.

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GOVERNMENT APPOINTMENTS

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HONG KONG MONETARY AUTHORITY

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

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

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

Senior Manager – Digitalisation

Key Responsibilities

- Manage and oversee the digitalisation projects of the Banking Conduct Department
- Plan, execute and monitor projects, including quality assurance, risk management, resources management and production of progress reports
- Engage stakeholders through clear communication and manage their understanding, expectations and involvement in the Digitalisation Programme
- Explore and exploit technologies, such as big data analytics, machine learning, network analytics and natural language processing, to achieve more efficient and effective supervisory processes
- Work with internal and external parties to derive suitable Suptech solutions and deliver business outcome as per agreed KPIs
- Keep abreast of relevant technological advancements and development of regulatory compliance and industry best practices for continuous improvement

Requirements

- University degree in information systems, software engineering, finance, banking or related fields
- At least 5 years of experience in project / programme management, technology, business transformation, banking or securities
- Hands-on experience in managing cross-departmental projects in enterprise environment
- Experience in relevant data management, preferably in IT platform design for financial risk application systems, large data modelling, advanced data management and analytics in financial supervision and risk management
- Good knowledge of banking business and regulatory compliance. Experience in handling applications for consent to become senior management of authorized institutions an advantage
- Knowledge of both waterfall and agile project management methodology preferred
- Exposure to the latest technology in Big Data, AI, Machine Learning and API, both commercial and open source
- Team management and problem-solving skills; self-motivated and creative with proven track record in developing and driving firm-wide initiatives
- Strong interpersonal, communication, writing and presentation skills

Director (Information Technology)

Key Responsibilities

- Reporting to CIO, you will be responsible for delivering and operating multiple digital solutions to support the operation of the HKMA
- Manage multiple teams of technologists with specialities in various application systems and provide mentorship to team members
- Act as the system owner of the technology products and solutions to provide strategic influence to IT counterparts and business stakeholders to resolve conflict and prioritise features
- Lead end-to-end implementation of technology 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
- Manage effective security measures to minimise risks to security and implement suitable disaster recovery plans to minimize disruption to business operations in the event of emergency situations
- 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 and software engineering
- Experience in delivery of digital project is a must, preferably in a hybrid cloud environment
- Good knowledge of agile methodology and DevOps
- Strong technical leadership, with experience in digital technologies, including Low-code development, workflow automation, test automation, 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

Manager (Financial Stability Surveillance)

Key Responsibilities

- Undertake assessment of vulnerabilities and systemic risks arising from banks and non-banks
- Extract insights and signals for monitoring from granular data such as the Hong Kong Trade Repository (HKTR) data using Big Data analytical and visualisation techniques
- Initiate new analysis and prepare presentations on financial stability issues
- Create automated workflow to maximise accuracy and timeliness of outputs

Requirements

- University degree in economics, finance, data analytics, statistics or related fields
- At least 3 years of experience in conducting economic or financial market research
- Knowledge of finance and derivatives products
- Experience in Bloomberg, R programming, Tableau analysis
- Good command of written and spoken English
- Self-motivated and resourceful team player with good interpersonal and communication skills

Closing Date for Application: 19 August 2023.

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

TRADE AND INDUSTRY DEPARTMENT

Job Title : Trade Assistant

Entry Salary : HK\$32,400 per month

Entry Requirements :

Candidates should have:

- (a) a bachelor's degree from a Hong Kong University, or equivalent;
- (b) 'Level 3' or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (See Note);
- (c) 'Level 2' / 'Grade E' or above in Mathematics in HKDSEE or HKCEE, or equivalent;
- (d) two years' post-degree full-time working experience; and
- (e) preferably, good command of Putonghua.

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

Duties :

- (a) To undertake research and analysis of trade and industry subjects and prepare briefs;
- (b) To assist in handling licensing and control matters;
- (c) To assist in providing support services relating to trade and industry, including the implementation of funding programmes and provision of support services relating to Small and Medium Enterprises, and other office management and administration works;
- (d) To assist in the provision of computing services relating to trade control systems, funding data, funding administration systems and design and development of computer systems; and
- (e) To provide logistical support in arranging meetings, overseas/Mainland visits, local factory/company visits and negotiation of trade and investment agreements, etc.

(Note : May be required to work irregular hours and/or attending overseas duty trips.)

Terms of Appointment :

Successful candidate will be appointed on non-civil service contract terms for a maximum period of 12 months. Renewal of contract will be subject to operational needs of the Department as well as conduct and performance of the candidate.

Fringe Benefits :

A gratuity will be granted if the contract is satisfactorily completed with a consistently high standard of performance and conduct. The gratuity, plus any contribution by the Government towards a mandatory provident fund scheme, will equal to 10% of the total basic salary drawn during the contract period.

Rest days, statutory and general holidays, paid annual leave, sick leave, maternity leave, paternity leave and other fringe benefits, where appropriate, will be granted in accordance with the provisions in the employment contract and the Employment Ordinance.

Address :

Personnel Section, Trade and Industry Department, Room 1703, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong

Enquiry Telephone : 2398 5712

Closing Date : 24 August 2023

How to Apply :

Application Forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department, or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applicants are required to write an application letter of not less than 500 words, each in Chinese and English, setting out why he/she considers himself/herself suitable for the post.

Completed application form together with the application letters in Chinese and English should be sent **by post** to the Trade and Industry Department at the above address on or before the closing date with the envelope clearly marked "**Application for the Position of Trade Assistant**". The postmark date on the envelope will be regarded as the date of application. Applications which are incomplete, without the required application letters, late, or submitted by fax/email **will not be considered**.

For qualifications awarded by local institutions/Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts/diplomas/certificates/other qualification documents are **not** required to be submitted at this stage of application. As for qualifications obtained from institutions outside Hong Kong, **copies** of the relevant transcripts/diplomas/certificates or other qualification documents should be submitted together with the completed application forms.

To avoid unsuccessful delivery of mail items, please ensure that the address on the envelope is clear and correct and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to the Trade and Industry Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from paying insufficient postage.

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

General Notes :

- (A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.
- (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 requirements 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 will not be appointed on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (D) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (E) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (F) It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview 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's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (G) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit **copies** of their official transcripts and diplomas/certificates together with the application form by post to the above address.

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

Senior Officer (Payment Systems)

Key Responsibilities

- Monitor the operation and payment flow of payment systems in Hong Kong and their system linkages with other financial market infrastructures to ensure their smooth and efficient operations
- Provide solid technical support in payment systems development and enhancement projects, including user requirements preparation, functional specifications review and implementation of user acceptance test
- Assist supervisors in documentation, membership management, contingency procedures and risk management of payment systems in Hong Kong for compliance with relevant international standards or regulations
- Maintain payment systems database, develop and prepare analytical reports to facilitate intra-day liquidity monitoring, risk management, management and regulatory reporting
- Provide research support for the latest global development of key financial market infrastructures

Requirements

- University degree or equivalent
- At least 3 years' relevant working experience
- Knowledge in local and overseas operation of payment and debt securities settlement systems an advantage
- Good interpersonal and communication skills with good command of both English and Chinese; proficiency in Putonghua a plus
- Well-versed in MS Word, Excel, PowerPoint, SQL, Visual Basic or equivalent
- Need to work in shifts, including outside normal office hours and Hong Kong general public holidays as required

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

Senior 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
- Solid project testing and implementation experience in banking/finance industry preferred
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing
- Knowledge of macro and VBA programming
- Attention to details, strong numerical and analytical mindset
- Good interpersonal and communication skills, self-motivated and good problem-solving skills with sound judgement
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage
- 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.)

Secretary

Key Responsibilities

- Provide secretarial support including word processing, maintaining filing system, preparing documents and correspondence, arranging logistic for meetings, seminars and overseas trips, and other administrative duties

Requirements

- Five subjects, including Chinese Language and English Language ("Syllabus B" before 2007), at Level 2 / Grade E or above in the Hong Kong Certificate of Education Examination, or at Level 2 or equivalent or above in the Hong Kong Diploma of Secondary Education Examination
- At least five years of secretarial experience
- Typing speed of 50 w.p.m. or above
- Knowledge of software applications, including MS Word, Excel, PowerPoint and Chinese word-processing
- Good command of both written and spoken English and Chinese; proficiency in Putonghua an advantage

Closing Date for Application: **26 August 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 assisting the Government in setting up the Hong Kong Investment Corporation Limited (HKIC). HKIC was incorporated as a Government-owned corporation to bring together and manage the investment activities of the Hong Kong Growth Portfolio, the Greater Bay Area Investment Fund, the Strategic Tech Fund and the Co-Investment Fund. The objectives of the HKIC are to identify investment opportunities and strategically promote development of target industries, so as to enhance the long-term competitiveness and economic vitality of Hong Kong while generating investment return. For more information about the HKIC, please refer to the HKIC website (<https://www.hkic.org.hk/>)

There is now an excellent opportunity for eligible candidates to apply for the following position at the HKIC (applications to be handled by the HKMA):

Associate Director (Corporate Affairs)

Key Responsibilities

- Provide secretarial support to the Board of Directors meetings of the Hong Kong Investment Corporation Limited (HKIC) and its Committee meetings
- Assist in setting up internal administrative processes and authorisation
- Assist in liaising with external stakeholders on corporate affairs, formulating and implementing the relevant corporate governance policies and procedures
- Support corporate communications and public relations
- Perform other administrative or ad hoc duties as required

Requirements

- University degree in relevant fields
- At least 3 years' experience in relevant or similar fields
- Knowledge of Hong Kong's public sector and financial systems
- Flexibility and ability to multitask in a fast-paced environment
- Good interpersonal and communication skills, and attention to details
- Excellent writing skills in English and Chinese, good presentation skills and solid management experience

Closing Date for Application: **19 August 2023.**

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



HONG KONG MONETARY AUTHORITY

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

The HKMA currently embarks on a multi-year 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:

Assistant Manager - Graduate Business Analyst (Digitalisation)

Key Responsibilities

- Understand, document, and analyse business processes, systems, and data to capture the current state, and to generate solution options. Assist the project team in assessment and analysis of various options to support project decisions
- Conduct interviews or workshops for user requirements, user story, and backlog development. Lead the project team in prioritizing, validating, and documenting project requirements
- Develop detailed functional, technical, and system requirements. Oversee solution capabilities and track deliverables to ensure requirements from stakeholders are properly addressed. Review business requirements that may change and assess overall impact to the solution
- Develop project documentation including processes, requirements, user guides, support documents and reference guides
- Work closely with teams from business, data solution, information technology, and cybersecurity. Build effective relationships with project stakeholders. Maintain good communication with key project members

Requirements

- University degree in business, computer science, engineering or related fields
- Experience in business analysis, business operations, technology or cybersecurity a plus
- Knowledge in any one of these programming language (Java, Scala, Python)
- Analytical thinker with the ability to understand, visualize, analyse, and resolve difficult issues. Experience with different analytical techniques, e.g., interface analysis, feasibility study, SWOT analysis preferred
- Effective problem-solving capable, such as studying a problem, analysing options, and suggesting solutions. Ability to approach a problem from different angles, including an end-user and a technical person
- Strong interpersonal, communication, writing, and presentation skills

Assistant Manager - Graduate Engineer (Digitalisation)

Key Responsibilities

- Build software in Microservices Architecture in an enterprise environment
- Understand and analyse business processes, systems, and data to capture the current state, and to generate solution options. Assist the project team in assessment and analysis of various options to support project decisions
- Conduct PoC and technical spikes to ensure requirements from stakeholders are properly addressed, and assist in developing detailed technical and system requirements
- Work closely with Architect, Platform Engineers and Product Management to deliver software in a continuous delivery environment

Requirements

- University degree in business, computer science, engineering or related fields
- Experience in any one of these programming language (Java, Scala, Python), knowledge in Microservices Architecture a plus
- Analytical thinker with the ability to understand, visualize, analyse, and resolve difficult issues
- Effective problem-solving capable, such as studying a problem, analysing options, and suggesting solutions. Ability to approach a problem from different angles, including an end-user and a technical person
- Strong interpersonal, communication, writing, and presentation skills

Closing Date for Application: **26 August 2023.**

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

EDUCATION BUREAU

Assistant Primary School Master/Mistress (Civil Service Vacancy)

Subjects for Application:

(A) Chinese Language	(B) English Language
(C) Music	(D) Physical Education
(E) Visual Arts	

Salary : Master Pay Scale Point 15 (HK\$34,060 per month) to Master Pay Scale Point 29 (HK\$65,875 per month)

Closing Date for Application : 25 August 2023 (Friday)

Telephone Enquiry : 2892 5978 or 2892 6174

Information and application procedures about the post is available on the GovHK on the Internet (<http://www.gov.hk>), the Education Bureau website (<http://www.edb.gov.hk> > About EDB > Bureau's Information > EDB Recruitment) or in the "Government Vacancies" Mobile Application available for download from Google Play/Apple App Store/HUAWEI AppGallery.

[Remark: For each subject applied for, the candidate is required to complete one application form with a duly completed Supplementary Information Form and provide copies of all supporting documents. The Supplementary Information Form can be downloaded from the Education Bureau website.]

EDUCATION BUREAU

Assistant Education Officer (Civil Service Vacancy)

Subjects for Application:

(A) Chinese Language	(B) English Language	(C) Mathematics
(D) Physics	(E) Biology	(F) Chinese History
(G) Design & Applied Technology	(H) Economics	(I) Physical Education

Salary : Master Pay Scale Point 15 (HK\$ 34,060 per month) to Master Pay Scale Point 33 (HK\$ 79,135 per month)

Closing Date for Application: 25 August 2023 (Friday)

Telephone Enquiry : 2892 5958 or 2892 5705

Please visit the Education Bureau website (<http://www.edb.gov.hk> > About EDB > Bureau's Information > EDB Recruitment); "GovHK" at (<http://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.

(Remark: For each subject applied for, candidates are required to complete one application form with a duly completed Supplementary Information Form (SIF) and submit copies of all supporting documents along with the application form. SIF can be downloaded from the aforesaid Education Bureau website.)

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GENERAL



香港房屋委員會
Hong Kong Housing Authority

Contract Systems Analyst

Salary: \$60,100 to \$70,655 plus 10% Year-end Incentive Payment

Closing Date for Application: 8 September 2023 (Applicants must submit the required supporting documents)

Tel. Enquiry: 2761 7232

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

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 internet web site (<https://www.housingauthority.gov.hk/te/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).

機電工程署



EMSD

Information Technology Officer
(Network and System)

(Non-Civil Service Vacancy)

Salary : HK\$24,370 – HK\$32,610 per month

Closing Date for Application : 24 August 2023

Tel. Enquiry : 3911 0220

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

機電工程署



EMSD

Information Technology Officer
(Application Development)

(Non-Civil Service Vacancy)

Salary : HK\$24,370 – HK\$32,610 per month

Closing Date for Application : 24 August 2023

Tel. Enquiry : 3911 0220

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

VISA CLERK

The U.S. Consulate General is looking for a high-caliber individual with good English skills to join our Consular Section.

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 **August 18, 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.

FULL TIME / PART TIME
Senior Accounts Clerk

- LCC Higher accounting
- Minimum 3 years' experience in full set of accounts
- Prepare periodic financial reports
- Good PC skills
- Good command of written and spoken English

Attractive salary and fringe benefits package will be offered to the right candidates. Interested parties please send your CV with expected salary to [Austria Property Management Ltd](mailto:austriapm@hotmail.com) by email to: austriapm@hotmail.com

SOCIAL SERVICES



基督教家庭服務中心
Christian Family Service Centre

Christian Family Service Centre is a value-driven, multi-service, non-profit organization with the mission to support families in need. We are seeking dedicated people who share our values and are willing to contribute to the growth of the organization. Applications are invited for the post of:

Finance Director (FD)

Job duties:

- To perform financial planning, analysis, and prepare reports on financial performance and investment return;
- To assist decision making of the Board of Directors and the senior management on financial matters;
- To examine and enhance the effectiveness of financial management system, policies and procedures with regard to the management of subventions and funds; and ensure full compliance to statutory requirements, policies and standards;
- To educate service units on accounting and lead necessary improvement projects in financial management.

Requirements:

- A Hong Kong university degree in Finance & Accounting or other related disciplines;
- CPA with substantial relevant post-qualification experience, at least 5 years of which at managerial level of NGO financial management;
- Knowledge of NGO financial management, various funding modes and related regulations;
- Knowledge of computing, financial management system (such as Epicor) and e-Payment.

Benefits include marriage leave, maternity leave, paternity leave, sick leave, compassion leave, family leave, medical insurance, personal accident insurance, medical service discounts, MPF employer voluntary contribution up to 10%.

Please send your application letter quoting our job reference code together with a full resume, available date, last and expected salary by post to the Human Resources Department at 10/F, 3 Tsui Ping Road, Kwun Tong, Kowloon or by email to recruit@cfsc.org.hk.

Prospective employees who will undertake child or mentally incapacitated persons related work will be requested to undergo the Sexual Conviction Record Check (SCRC).

Applicants not hearing from us within two months from the date of advertisement may consider their applications fail.

All personal data of unsuccessful candidates would be destroyed after 6 months of interview and after 3 months of receiving applications for those without interview.

Personal data provided by job applicants will be used for recruitment purpose for different posts in the Agency only.

HEALTHCARE



香港浸信會醫院
Hong Kong Baptist Hospital

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

Human Resources Officer

- Degree in Human Resources Management or equivalent
- Minimum 5 years of relevant experience in employee relations in sizable companies, with supervisory experience is preferable
- Responsible for the policy review, credentialing, contract administration, staff injury-on-duty and staff feedback follow up
- Assist in implementation of staff relations and communication programs such as staff forum, newsletter, corporate events and recreational activities
- Well versed in Employment Ordinance and related legislative requirements
- Demonstrate initiative, motivated, detail minded and able to work under pressure and tight deadline
- Excellent writing, communication and interpersonal skills
- Proficient in MS Office, English and Chinese Word Processing
- Attractive remuneration package will be offered commensurate with experience, with starting salary at HK\$33,000

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon, by email to hr@hkbbh.org.hk or by fax to 2339 5769 on or before 19 August 2023.

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

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The Samaritans seeks a

Chief Operating Officer

The Samaritans in Hong Kong is a non-profit volunteer-led organization offering confidential emotional support to people who are suicidal or distressed. Our team of over 100 trained volunteers runs a 24-hour multi-lingual telephone hotline. We also provide email service and community outreach programmes for youth and elderly groups.

The Chief Operating Officer heads the staff team to support all the volunteer functions and projects of the organization. He / She is responsible for the daily operation and maintenance of the Samaritan's Centre and office(s), staff management, and accounts. He / She reports to and supports the Chief Executive in matters related to promotion and publicity, donation and fund-raising, monitoring and review, service planning and development. He / She also provides secretariat support to the Board of Directors.

Qualities we seek in a candidate include:

- Understanding of and support for the Samaritan's vision, mission and values;
- At least 5 years of experience in administration / management;
- Ability to communicate in English and Chinese, verbally and in writing;
- Competence in IT/social media
- Experience in publicity and fund-raising.

Applicants should send their C.V., a covering letter explaining the reason for their interest in the position, and their expected salary to P.O. Box 44277 Shaukeiwan Post Office, Hong Kong and email address: samrecruitment@samaritans.org.hk by 26th of August 2023. Shortlisted candidates will be invited for interview.

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GENERAL



InvestHK
The Government of the
Hong Kong Special Administrative Region
of the People's Republic of China

INVEST HONG KONG

(1) Senior Vice President (Stakeholder Engagement, Events and Promotion Activities) Family Office (Non-civil Service Vacancy)

(2) Senior Vice President (Thought Leadership, Marketing and Public Relations) Family Office (Non-civil Service Vacancy)

(3) Vice President, Family Office (Non-civil Service Vacancy)

Salary:

(1) HK\$79,135 per month

(2) HK\$79,135 per month

(3) HK\$62,895 per month

Closing Date for Application: 24 August 2023, 5:00 p.m. (Hong Kong time)

Tel. Enquiry: 3107 1073

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**MARINE DEPARTMENT**

1. Assistant Surveyor of Ships (Engineer and Ship) (Civil Service Vacancy)

Salary: Master Pay Scale Point 19 (HK\$41,400 per month) to Master Pay Scale Point 27 (HK\$60,065 per month)

2. Assistant Surveyor of Ships (Nautical) (Civil Service Vacancy)

Salary: Master Pay Scale Point 19 (HK\$41,400 per month) to Master Pay Scale Point 27 (HK\$60,065 per month)

3. Assistant Surveyor of Ships (Ship) (Civil Service Vacancy)

Salary: Master Pay Scale Point 16 (HK\$35,775 per month) to Master Pay Scale Point 27 (HK\$60,065 per month)

Closing Date for Application: 25 August 2023

Tel. Enquiry: 2852 4904

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.

**OPERATIONS DEPARTMENT**

Assistant Commission Against Corruption Officer (Technician)

Salary: ICAC Pay Scale Point 5 (HK\$26,815 per month) to ICAC Pay Scale Point 17 (HK\$48,610 per month)

Closing Date for Application: 25 August 2023

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at www.icac.org.hk for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

**OPERATIONS DEPARTMENT**

Assistant Commission Against Corruption Officer (Assistant Engineer)

Salary: ICAC Pay Scale Point 5 (HK\$26,815 per month) to ICAC Pay Scale Point 17 (HK\$48,610 per month)

Closing Date for Application: 25 August 2023

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at www.icac.org.hk for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

**COMMUNITY RELATIONS DEPARTMENT**

Project Executive (Youth)

Salary: \$36,630 per month

Closing Date for Application: 25 August 2023

Tel. Enquiry: 2826 3128 / 2826 3129

Please visit ICAC website at www.icac.org.hk for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

**OPERATIONS DEPARTMENT**

Assistant Investigator/Information Technology

Salary: ICAC Pay Scale Point 5 (HK\$26,815 per month) to ICAC Pay Scale Point 17 (HK\$48,610 per month)

Closing Date for Application: 25 August 2023

Tel. Enquiry: 2826 3128 / 2899 3754

Please visit ICAC website at www.icac.org.hk for information about the post.

Information provided will be treated in the strictest confidence

FIGHT CORRUPTION

HOUSING DEPARTMENT

Works Supervisor II (Civil) (Civil Service Vacancy)

Salary: Master Pay Scale Point 9 (HK\$24,380 per month) to Master Pay Scale Point 12 (HK\$29,120 per month)

Closing Date for Application: 25 August 2023 (Applicants **must** submit the required supporting documents)

Tel. Enquiry: 2761 6136

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

Legislative Council Assistant

Responsibilities:

- Undertake policy research and analyze research reports
- Undertake liaison relating to Legislative Council's work
- Assist in handling daily operations of the Legislative Councillor's office
- Assist in handling enquiries and complaints
- Perform such other duties as assigned

Requirements:

- A good Bachelor's degree from a university in Hong Kong or Mainland China or a reputable oversea university or above
- At least 3 years post-graduation work experience (fresh graduate will also be considered for a junior position)
- Strong research skills and analytical power
- Good command of English and Chinese and writing skills
- Proficient PC skills
- Ability to work independently
- Integrity, good work attitude and work ethics

Good remuneration and benefit package will be offered to the right candidate commensurate with qualification and experience. Interested applicant should apply via email with full CV and stating current and expected salary, together with a recent photo to recruitment.legco.office@gmail.com. Please call 2522 5121 for more details.

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

Deadline for application: 1 September 2023

**AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT**

(Non-Civil Service Vacancy)

Contract Associate Veterinary Technologist

Salary: \$41,400/month

Closing Date for Application: 25 August 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.

STRATEGIC CONTENT COORDINATION ASSISTANT

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

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 **August 25, 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.

Independent Police Complaints Council

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

Senior Manager (Public Relations)

– Basic monthly salary : Master Pay Scale Point 34 - 44 (HK\$79,930 to HK\$116,165) plus a monthly cash allowance of 10% of the basic salary.

Entry Requirements

(a) A recognized university degree or equivalent;

(b) At least 8 years' post-degree working experience in public relations, news media and/or corporate communications field with at least 5 years' supervisory experience at managerial level; experience in the use of interactive or digital communication platforms will be an advantage;

(c) Strong communication, analytical, planning and presentation skills with excellent command of written and spoken English and Chinese; fluency in Putonghua will be an advantage; and

(d) Solid experience in media relations, stakeholder engagement, video production, publications production, event management, corporate image building, website and social media development.

Main Duties

(a) To devise strategies and plans to promote the corporate image of the Independent Police Complaints Council (IPCC) in particular in accomplishing section 8(1)(e) of the IPCC Ordinance (IPCCO); current activities scope include stakeholder engagement, education and publicity projects, communication and informative channels;

(b) To handle and coordinate media enquiries, content of IPCC website and publication / submission of the IPCC Annual Report in accordance with the IPCCO;

(c) To plan, arrange and organize press conferences, media interviews and publicity functions including all the related preparations and support to the Council and the Secretary-General for public communications and stakeholder events;

(d) To oversee procurement, manage PR-related projects and the corresponding budget as approved by the Council and Publicity & Community Relations Committee;

(e) To support and act as the Secretary of the Publicity & Community Relations Committee of IPCC;

(f) To lead and supervise the Public Relations Team; and

(g) To perform any other duties as assigned.

(Note: may be required to work outside normal office hours)

Terms of Employment and Fringe Benefits

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

Application

Application forms should be downloaded from IPCC's website (<http://www.ipcc.gov.hk>). Completed forms should be sent to **Human Resources Unit, Independent Police Complaints Council, Rooms 1006-10, 10/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong** on or before **13 August 2023** with the position applied for clearly marked on the envelope. Candidates should attach **photocopies** of the certificates of academic / professional qualifications, proof of employment records and curriculum vitae to the application form. Late applications or applications with insufficient postage will not be considered. Alternatively, candidates may submit completed application forms and the required documents via e-mail to recruit@ipcc.gov.hk by the aforesaid closing date. All personal data provided will be treated in the strictest confidence. Candidates who are not invited for interview within 8 weeks from the closing date may assume their applications unsuccessful. *Applicants who have responded to the last advertisement for the position need not re-apply.*

IPCC is an Equal Opportunities Employer.

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