

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

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

Deputy Director, Operations (Performing Arts) (Ref no. R4656)

Reporting to the Executive Director, Performing Arts (EDPA), the incumbent will be responsible for:

- Providing leadership and strategic direction on the Technical and Productions, Venue Operations and Venue Sales for Performing Arts Venues in the West Kowloon Cultural District, including the in-operation Xiqu Centre and Freespace as well as other venues which will be opened in the District;
- Supporting EDPA to set and execute its artistic, business and financial strategies and goals;
- Planning and overseeing the deployment of resources across the various Performing Arts venues and the Division's season (i.e., manpower, production costs, scheduling, technical requirements) including both the Performing Arts Divisions' own productions as well as those of the hirers, ensuring they are executed to the highest standards and with the best use of division resources;
- Developing a Capital, Equipment and Inventory investment strategy for the in-operation venues as well as those for the upcoming venues such as the Lyric Theatre Complex;
- Directing budgetary and financial oversight of performing arts venues' operations, business development, partnership, operating cost control, revenue generation, resource allocation etc.;
- Ensuring the Performing Arts Venues uphold high standards of health and safety for staff, artists, hirers, audiences and visitors;
- Overseeing the front of house operations, including ushering and customer service, to ensure audiences and visitors enjoy the best event going experience;
- Establishing and maintaining effective, useful communication protocols between the back and front of house operations with timely reporting and well-developed guidelines for crisis management;
- Together with EDPA, developing sustainable business models for the Performing Arts venues by enhancing operating efficiency and revenue generating capacity through the development of long-term artistic and commercial partnerships, high-quality long-run productions and other business development opportunities;

- Working closely with relevant departments and WKCD to ensure the workflows and procedures of the Division are in compliance with procedures and guidelines of the Authority, laws and regulations;
- Working closely with other divisions/departments in the WKCD in the implementation and delivery of corporate functions supporting Performing Arts in areas such as facility management, security, legal, marketing, digital and customer experience, external affairs, finance, human resources, development and innovation and technology, etc.;
- Developing strategic links with international and local institutions to raise Performing Arts venues' global standing particularly in areas such as performing arts management; and
- Performing any other duties from time to time as may reasonably direct by the Authority.


- The ideal candidate should have:
- Possess a recognised university degree in the relevant disciplines;
 - Have preferably 15 years in relevant industries of which 10 years at senior management level;
 - Possess considerable experience in managing sizable, performing arts venues including but not limited to technical and productions, financial planning and budgeting, operating cost control, business development and revenue generation;
 - Have proven leadership ability with excellent people management skills, ability to build and lead a large team of permanent and contract front and back of house staff (while experience with international performing arts venues is highly valued, an understanding of local arts venue operations landscape, particularly its manpower dynamic, will be considered an advantage);
 - Have exceptional skills in stakeholder management and ability to communicate effectively at various levels including board/committee and executive and senior management; and
 - Fluent in English and Chinese (preferably in both Putonghua and Cantonese).

For interested parties, please submit your application letter on or before 27 October 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.DOPA@komferry.com.

Applications will be considered until the post is filled.

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





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 (Risk Management)

Key Responsibilities

- Assist in the investment and risk management activities related to private equity and direct investments, covering analysis and reporting, compliance and policy development
- Support regular positions reporting and performance measurement of the investments
- Undertake qualitative and quantitative analytical tasks for investment management and risk control purposes as well as to support research work
- Undertake post-deal monitoring of investments for further review and analysis
- Review of Limited Partnership Agreements, capital call and management fee for compliance with approved conditions
- Perform other administrative or ad hoc duties as required

Requirements

- University degree in accountancy, economics, finance, business administration, statistics, risk management or related fields
- Professional qualification in alternative investment or financial analysis an advantage
- At least 3 years of relevant experience in financial services, investment management, risk management, compliance or related fields
- Experience in performance measurement for private equity investments an advantage
- Knowledge and expertise in private equity investments, especially from the investment, operation, compliance and legal aspects preferred
- Good understanding of risk and internal controls
- Solid quantitative and analytical skills
- Strong interpersonal, communication, presentation and professional report-writing skills
- Knowledge in business intelligence tools (such as Tableau) and computer programming languages (including Python, SQL and VBA) a plus
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

Closing Date for Application: 28 October 2023.

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



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

THE LEGISLATIVE COUNCIL COMMISSION

Vacancy of Secretary General, Legislative Council Secretariat

The Legislative Council Commission ("the Commission") provides administrative support and services to the Legislative Council through the highly skilled professionals in the Legislative Council Secretariat ("the Secretariat"). The Commission, chaired by the President of the Legislative Council and comprising up to 12 Members of the Council, is a body corporate independent of the HKSAR Government.

With the incumbent Secretary General of the Secretariat going to retire in the latter half of 2024, the Commission is now looking for a candidate with strong leadership qualities, political acumen, substantial administrative and management experience as well as the commitment to serve the Council and the community, to head the Secretariat.

Job specifications

The Secretary General has two key roles. First, he/she is the chief executive of the Secretariat, providing guidance and direction to the organization's 680 staff members. In addition, he/she is Clerk to the Legislative Council as well as the leader of a professional team advising the President on all matters relating to the procedure of the Council.

The Secretariat provides professional secretariat, administrative and research services to the Council and its committees, supports the operation of a public redress system, enhances public understanding of the work of the Council, and manages the facilities and services provided in the Legislative Council Complex. The Secretary General is responsible to the Chairman of the Commission for the effective management of the Secretariat. He/she is the Controlling Officer of public money appropriated for the Commission's performance of its functions, and is responsible for administering a system of remuneration and operating expenses reimbursement for Members of the Council in accordance with the relevant rules.

Entry requirements

Candidates for the post of Secretary General should have:

- (a) a recognized university degree or academic qualification of equal standing;
- (b) extensive experience in multi-faceted senior management roles in sizeable organizations;
- (c) good knowledge of constitutional affairs, the political structure of Hong Kong, and the operation of the Government and the Legislature;
- (d) outstanding qualities in leadership, political acumen, interpersonal skills, the ability to deal effectively with multiple stakeholders;
- (e) a strong commitment to lead the Secretariat to leverage the application of technology and provide excellent service in meeting the changing needs of the Council and society; and
- (f) an excellent command of written Chinese and English, as well as fluency in Cantonese, Putonghua and English.

The Commission may devise further criteria to shortlist applicants.

Remuneration

The monthly salary of this position is equivalent to Point 6 of the Directorate Pay Scale in the civil service. The starting salary is currently \$279,600 per month. A monthly cash allowance applicable to the rank of Secretary General on the date of appointment (the current rate is \$26,530 per month) is also payable. The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added together with the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

Application letters with full curricula vitae should be sent to Odgers Berndtson, Room 602, The Chinese Bank Building, 61 Des Voeux Road Central, Hong Kong, or by email to LegCo-SG@odgersberndtson.com. The closing date for application is 17 November 2023. All personal data provided will be treated in strict confidence and used only for purposes related to the recruitment of this position. Applicants not invited for interview within six weeks from the closing date may assume their applications unsuccessful.

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. For more information on the Commission's policy on employment of persons with disabilities, please visit the Legislative Council Website (<http://www.legco.gov.hk>).



The Richmond Fellowship of Hong Kong (RFHK) was established in 1984 as a non-profit making registered charity. It is affiliated to the Richmond Fellowship International, a world-wide network of self-governing non-profit organization which shares the common aim of promoting good community care practice in the field of mental health. We are providing residential training services, vocational rehabilitation services, community mental health support services, family support services, peer support services and clinical psychological service.

For details, please visit our website: www.richmond.org.hk

Assistant Director (Ref: AD)

With a view to strengthening and widening mental health services, we are looking for a candidate to suit the post of Assistant Director to take up the following tasks:-

- assisting Director in policy planning and formulation to achieve strategic goals of RFHK;
- planning, implementing and evaluation of different services;
- developing strategic plans for various mental health services;
- providing staff development, supervision and evaluation of professional and para-professional staff;
- establishing and maintaining good relationships with government, strategic partners and the public;
- supervising managers and staff members at all level for overall operation to ensure good service quality;
- representing the agency to participate in various committees of both government and other non-government organizations;
- taking up publicity tasks of the agency; including promotion and publicity of various mental health services and integrated vocational rehabilitation centre services for recovery citizenship of people with mental health challenges and their caregivers in HK;
- undertaking any other duties assigned by Director.

Candidates should:

- (i) Be a registered social worker under the Social Workers Registration Ordinance (Chapter 505); and
- (ii) Possess a recognized degree in social work or above with at least eight years' post-graduate practice experience, while having at least five years' experience in supervising services, programme development, human resources and/or finance management in social work practice;
- (iii) Possess proven experience in supervision and training background related to various mental health services;
- (iv) Preferably possess working experience in the mental health rehabilitation field.

Interested parties please send your application letter with a full resume, expected salary and available date to the Director via email recruit@richmond.org.hk, or by post to Richmond Fellowship of Hong Kong at Room 1801, 18/F, 21 Pak Fuk Road, North Point, Hong Kong on or before 28 October 2023 or until the vacancy is filled. Please state the position and the Ref. no. applied in the subject of email/ on the envelope. (Personal data collected will solely be used for recruitment purpose only)

EDUCATION



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



Vice-President for Administration and Business

The Hong Kong University of Science and Technology (HKUST) invites nominations and applications for the position of Vice-President for Administration and Business of the University.

The University
Founded in 1991, HKUST is an international research university dedicated to the advancement of science, engineering, business & management, and humanities & social science, and the education of the next generation of leaders for the world. With equal emphasis on undergraduate and postgraduate education as well as close collaboration with industry and business, HKUST is a leading university with significant international impact and strong local commitment. Within a short history of 32 years, HKUST has established a substantial presence in the global higher education sector and garnered considerable international recognition. HKUST ranks #2 in the latest Times Higher Education (THE) Young University Rankings, #1 in Hong Kong and #3 in Greater China in the latest THE Global Employability University Ranking and #7 in the latest THE Asia University Rankings. Its EMBA Program has topped the highly regarded Financial Times Global EMBA Rankings 12 times in 2007, 2009-2013, 2016-2018, 2020 and 2022-2023. Located on a hillside and waterfront complex overlooking the Clear Water Bay peninsula, HKUST also boasts one of the most scenic campuses in the world.

At the heart of the University's pursuit of excellence in teaching, research, and societal impact lies uncompromising efforts to recruit and retain the best talents globally and locally. HKUST comprises around 720 internationally respected and diverse faculty members, with about 10,000 undergraduate and 7,100 postgraduate students. The University seeks to diversify its critical mass of world-class academics, researchers, staff and students in order to drive cutting-edge education and research initiatives and deliver academic and administrative excellence. It promotes interdisciplinary studies and a strong entrepreneurial spirit in a diverse learning environment that enhances student development of creativity, innovative thinking and a global outlook. Proactive faculty recruitment is undertaken from around the world in all its disciplines. HKUST upholds the values of diversity and an inclusive and collaborative community. English is the language used in teaching, research and administration.

While HKUST is deeply rooted in Hong Kong, HKUST (GZ) has celebrated its official opening in Guangzhou, Mainland China in September 2022. Under the "Unified HKUST, Complementary Campuses" framework, the two campuses will cultivate more future-oriented innovative talents and pioneer a new direction in the higher education sector.

The Role
Reporting to the President, the Vice-President for Administration and Business is the University's principal officer providing strategic leadership in planning, structuring, communicating, coordinating, cascading, executing, overseeing and institutionalizing the University's business, administration and financial developments. Overseeing the important functions of Finance, HR, IT, Facilities Management, Health, Safety and Sustainability, the Vice-President for Administration and Business is a member of the senior management team and a part of the University's senior leadership assisting in the development and implementation of the University's overall strategies, policies and programs as well as playing an active leadership role in the cross-campus collaboration to support the unified administrative system between the Clear Water Bay and the Guangzhou campus.

The Candidate
The Vice-President for Administration and Business is expected to be a seasoned and forward-looking senior executive with demonstrated leadership and administrative qualities gained in sizeable organizations, who shares the aspirations of the University and is committed to making an impact through building and sustaining for the University a vibrant physical, fiscal and administrative infrastructure and environment to help support its high goals. The candidate should be technological savvy and open to innovation with a strong commitment towards co-creation of innovative solutions and a progressive vision with relentless implementation vigor to enable the University a next level transformation; possess a service-oriented mindset and excellent people leadership skills to drive collaboration across functions.

Terms & Applications/Nominations
The post of Vice-President for Administration and Business is a full-time appointment, normally for an initial term of 5 years, and renewable subject to mutual agreement. Competitive remuneration and generous fringe benefits, including housing where appropriate, will be provided.

Applications/nominations, together with a full curriculum vitae and the names and addresses of three referees, should be sent to Mr. Andrew Tsui of Korn Ferry (HK) Limited by email to HKUST-VPAB@kornferry.com. Review of candidates will begin shortly and continue until the position is filled.

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

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



香港中文大學
The Chinese University of Hong Kong



Applications are invited for:-
Office of Research and Knowledge Transfer Services
Assistant Registrar (carrying the job title of 'Assistant Director (Research Development)')
(Ref: 230002ZM) (Closing Date: November 3, 2023)

The appointee is expected to lead the research support function to achieve excellence and impact in delivering the University's vision for research. He/She will (a) take charge of the secretariat support to research committees and working groups at the University level; (b) prepare institutional level reports; (c) provide leadership to the development and management of internal funding schemes; (d) support the University management in developing and implementing research strategy and pertaining policies; (e) oversee the administration of research integrity matters; (f) oversee the governance of research units at the University; and (g) perform ad hoc tasks.

Applicants should have (i) a good university degree, postgraduate qualification will be an advantage; (ii) at least twelve years of post-qualification work experience at executive level in higher education/public sector; (iii) high proficiency in English and Chinese; (iv) solid experience in supporting major committees at higher education/public sector setting; (v) strong analytical ability and problem-solving skills; (vi) excellent organisational and interpersonal skills; (vii) ability to work under pressure; and (viii) sound computer literacy. Proven track record in management and development of research and impact would be an advantage.

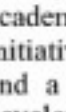
Appointment will initially be made on contract basis for up to two years, renewable subject to good performance and mutual agreement. Shortlisted candidates will be invited for a written test.

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


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



Vice-President for Development

The Hong Kong University of Science and Technology (HKUST) invites nominations and applications for the position of Vice-President for Development.

The University
Founded in 1991, HKUST is an international research university dedicated to the advancement of science, engineering, business & management, and humanities & social science, and the education of the next generation of leaders for the world. With equal emphasis on undergraduate and postgraduate education as well as close collaboration with industry and business, HKUST is a leading university with significant international impact and strong local commitment. Within a short history of 32 years, HKUST has established a substantial presence in the global higher education sector and garnered considerable international recognition. HKUST ranks #2 in the latest Times Higher Education (THE) Young University Rankings, #1 in Hong Kong and #3 in Greater China in the latest THE Global Employability Ranking and #7 in the latest THE Asia University Rankings. Its EMBA Program has topped the highly regarded Financial Times Global EMBA Rankings 11 times in 2007, 2009-2013, 2016-2018, 2020 and 2022. Located on a hillside and waterfront complex overlooking the Clear Water Bay peninsula, HKUST also boasts one of the most scenic campuses in the world.

At the heart of the University's pursuit of excellence in teaching, research, and societal impact lies uncompromising efforts to recruit and retain the best talents globally and locally. HKUST comprises around 720 internationally respected and diverse faculty members, with about 10,000 undergraduate and 7,100 postgraduate students. The University seeks to diversify its critical mass of world-class academics, researchers, staff and students in order to drive cutting-edge education and research initiatives and deliver academic and administrative excellence. It promotes interdisciplinary studies and a strong entrepreneurial spirit in a diverse learning environment that enhances student development of creativity, innovative thinking and a global outlook. Proactive faculty recruitment is undertaken from around the world in all its disciplines. HKUST upholds the values of diversity and an inclusive and collaborative community. English is the language used in teaching, research and administration.

The Role
Reporting to the President, the Vice-President for Development is responsible for exploring and capitalizing on developmental opportunities for the University. This is a key management position working closely with the Senior Management Team of the University to develop effective and cohesive strategies and policies with a view to advancing the University's vision, mission and strategic objectives, including driving towards a carbon neutral campus.

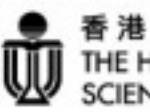
The Candidate
The Vice-President for Development is expected to be a seasoned and visionary senior executive with strong strategic vision. The successful candidate should have a track record of proven leadership and accomplishments in capital management including space planning, design and construction with strong project management skills; broad networks with government and professional bodies in Hong Kong; a strong ability to coordinate across departments/divisions and different stakeholders in advancing the University's strategic objectives; as well as extensive administrative experiences in integrating and coordinating the campus development activities to support the middle to long term development goals of the University.

Terms & Applications/Nominations
The post of Vice-President for Development is a full-time appointment, normally for an initial term of 5 years, and renewable subject to mutual agreement. Competitive remuneration and generous fringe benefits, including housing where appropriate, will be provided.


Applications/nominations, together with a full curriculum vitae and the names and addresses of three referees, should be sent to Mr Paul MAK by email to paulmak@prassociates.com.hk. Review of candidates will begin shortly and continue until the position is filled.

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

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



Library
Librarian (Archives & Special Collections) (Job ID: 9316)

The HKUST Library seeks appropriate candidates for the position of Librarian (Archives and Special Collections). This post reports directly to the Associate Director of Library Services and works closely with the other librarians in the University Archives and Special Collections unit.

The appointee will be responsible for managing all aspects of the Library's Special Collections, formulating and implementing policies and guidelines on collection management including acquisitions, collection usage, ensuring appropriate conservation, preservation, and digitization measures are performed, and all other aspects of operations as needed. They will also be responsible for the promotion of the collections, for soliciting or coordinating potential donations, and establishing and developing connections to the local and global scholarly community.

The appointee will explore opportunities for curricular integration of special collections into University teaching, learning, and research; work with other parties to initiate, plan, coordinate, and publicize digital scholarship projects based on the special collections; and organize and curate exhibitions in the dedicated Special Collections Gallery.

Candidates should possess a Master of Library Science or equivalent degree and have at least two years' post-qualification experience, preferably in academic libraries. The successful candidates should have professional knowledge about books, manuscripts, bibliography, and best practices related to rare and special collection materials, good planning skills with initiatives and client focus. The ability to communicate in English and Chinese in spoken or written form is required. They should have a proven ability to communicate effectively with different stakeholders, both within and outside the University. Competence in multiple European languages is an advantage for working with our antique map and history of science collections. Candidates with less experience may be offered the position of Assistant Manager (Archives and Special Collections). (Duration: 2 years)

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

Terms & Applications/Nominations
In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office. Review of applications will begin in December 2023 and continue until the position is filled. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

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

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澳門旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA DE MACAU
Macao Institute for Tourism Studies

www.iftm.edu.mo

School of Tourism Management

Assistant Professor in Computer and Management Information System (1 vacancy)
- Ref. No. 014/AC/2023

should be able to teach and develop ICT-related subjects such as Applied Smart Technologies and Applied Data Analytics for the hospitality and tourism sector for both daytime and evening programmes/courses in Mandarin (except for foreign candidates) and English.

Assistant Professor in Management & Marketing (1 vacancy) - Ref. No. 015/AC/2023

should be able to teach and develop in Chinese (Cantonese/Mandarin, except for foreign candidates) and English with specific subjects such as Human Resources Management, Strategic Management, Leadership, Service Quality Management, Research Methods, and Advanced Marketing for both daytime and evening programmes/courses.

School of Hospitality Management

Assistant Professor in Hotel Management (3 vacancies) - Ref. No. 016/AC/2023

should be able to teach and develop in Mandarin (except for foreign candidates) and English with specific subjects such as Innovative Hospitality Technologies, Hotel Operations, F&B Cost Control, Hospitality Marketing, Lodging Management, Revenue Management and Hotel Planning, Design, and Development for both daytime and evening programmes/courses.

Lecturer in Culinary Arts Management (1 vacancy) - Ref. No. 017/AC/2023

should be able to teach and develop in Mandarin (except for foreign candidates) and English with specific subjects such as Food Preparation courses and Food Product Knowledge for both daytime and evening programmes/courses.

Requirements:
Assistant Professor: must have (1) a Master's degree or above in the relevant area and (2) at least 4 years of full-time teaching experience as Lecturer
Lecturer: must have a Master's degree or above in the relevant area

Annual Taxable Remuneration and Benefit:
Assistant Professor: MOP687,960 - MOP968,240 (salary index: 540 - 760)
Lecturer: MOP547,820 - MOP687,960 (salary index: 430 - 540)

- The current local income tax rate ranges from 7% to 12%. Exchange rate: approx. USD1 = MOP8.
- The position and remuneration offered will be commensurate with academic qualifications and higher education teaching experience.
- For benefits and FAQ, please refer to IFTM website.

Selection:
Full lists of selection panels can be referred to the detailed recruitment announcements at IFTM website <http://www.iftm.edu.mo/visitors/job-vacancies>. Selection will be based on (1) documentary evaluation, (2) interview and mock teaching.

Application: Please refer to the detailed recruitment announcement at IFTM website <http://www.iftm.edu.mo/visitors/job-vacancies> or scan the QR code.

Application closes on 16 November 2023



Australian International School
Hong Kong

AISHK is seeking candidates for a career opportunity:
SCHOOL NURSE

As a member of the Administration team, the School Nurse is accountable to the Head of School and Head of Finance and Operations.

Responsibilities include:

- Providing first point of contact medical, first aid or emergency care to students and staff during school and school related activities.
- Maintaining medical records for all students and sharing with relevant colleagues
- Responding to email and telephone communications with parents regarding health information.

Experience and qualifications include:

- Diploma/Bachelor Degree in Medical/Nursing and other relevant subjects.
- Minimum 5 years experience in working effectively, independently and as part of a team in an educational setting.
- Preferable school experience with both primary and secondary (K1 to Year 12).

Please view the **Role Statement** for this position via the AISHK website: www.aishk.edu.hk/welcome/-career-at-aishk

The School reserves the right to recruit at any stage during the selection process.

All personal data collected will be used for recruitment purposes only.
School Registration No: ED1/21627/95

• 3A Narford Rd, Kowloon Tong, Hong Kong
• +852 2304 6078

APPLICATION DETAILS

Commencement Date: 19 January 2024
Contract agreement dates will be confirmed with successful applicant.

www.aishk.edu.hk

PROPERTY & CONSTRUCTION

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Drainage Services Department

Upgrading of West Kowloon and Tsuen Wan Sewerage – Phase 2

AtkinsRéalis 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.

Assistant Resident Engineer (Civil) (Ref No.: UWTS2_ARE)

Candidates should have:

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

Resident Works Supervisor I (Civil) (Ref No.: UWTS2_RWS(C))

Candidates should have:

- 1) 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
- 2) Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- 3) Successfully completed a recognised craft apprenticeship with 2 years' of experience as a skilled worker in an appropriate discipline; or
- 4) Minimum 5 years' of experience as a skilled worker in an appropriate discipline; and
- 5) At least 3 years' relevant post-qualification experience; or
- 6) At least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects.

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

Candidates should have:

- 1) 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
- 2) Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- 3) Successfully completed a recognised craft apprenticeship with 2 years' of experience as a skilled worker in an appropriate discipline; or
- 4) Minimum 5 years' of experience as a skilled worker in an appropriate discipline; and
- 5) Attained a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above.

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

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

Interested candidates please email to u2site.admin@atkinsdc1912.com.hk (with relevant reference number) for on-line application on or before 27 October 2023.

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

atkinsrealis.com

Drainage Services Department

Contract No. DC/2018/11

Upgrading of Central and East Kowloon Sewerage – Phase 3

AtkinsRéalis 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 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 3 November 2023.

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

atkinsrealis.com

Water Supplies Department

Water Supply to New Housing Developments in Sheung Shui and Fanling

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

Resident Senior Survey Officer (Engineering) (Ref No.: WSSSF_RSSO(E))

Candidates should have:

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

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

Interested candidates please email to recruit.rss@wsssf.com (with relevant reference number) for on-line application on or before 4 November 2023.

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

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EDUCATION

香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Finance Office

(1) Assistant Accountant (at the rank of Accountancy Assistant) (Ref. 23000323) (Closing date: October 31, 2023)

The appointee will be responsible for (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, financial status of projects and reimbursement; and (e) monitoring the income and expenditure of projects from various funding schemes.

Applicants should have (i) completed secondary education; (ii) Grade E/Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B, or Grade C or above for Syllabus A); OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese and English); Level 2 or above in NSS subjects, "Attained" or above in ApL subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) a Diploma / Higher Certificate in Accountancy, or equivalent from a recognised technical institute; (iv) at least 8 years' clerical work experience, including a minimum of 5 years as an accounts clerk or in a comparable position. (v) a good command of both written and spoken English and Chinese (knowledge of Putonghua will be advantageous); (vi) initiative, self-motivation, and good communication and interpersonal skills; (vii) a mature personality and the ability to be a team player; and (viii) the ability to work independently with a meticulous mind and under pressure.

Applicants must submit copies of HKCEE/HKDSE certificates showing that they have fulfilled the language requirements and/or academic qualifications stated above, otherwise their applications will NOT be considered. Shortlisted candidates will be required to sit for computer skill tests.

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>.

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澳門旅遊學院

MACAU INSTITUTE FOR TOURISM STUDIES

www.iftm.edu.mo

澳門旅遊學院(IFTM)是一所公立高等教育機構，致力培養旅遊及服務業人才，現誠聘以下全職教學人員空缺，成功錄取者須任教日間及夜間課程，並以中文授課：

持續教育學校

酒店範疇旅業及酒店業學校輔導員一缺（編號：013/AC/2023）：
須負責任教/發展有關下列一項或以上之科目並須以中文授課：

- 中式烹調廚藝範疇課程
- 中國地區菜餚烹調課程（粵菜）
- 中餐廚房行政管理課程等

必要投考條件：
須具備高中畢業學歷或以上，且完成相關範疇為期不得少於兩年的培訓課程或具有相關範疇的工作經驗

優先條件：

- 具有相關之國家或國際中式烹調認證者
- 能說流利的普通話、英語和廣東話
- 具有高等院校教學經驗
- 良好的溝通技巧

年薪及福利：
澳門幣 407,680 - 649,740 (薪俸點：320 點 - 510 點))

- 現時本地職業稅的稅率由 7%至 12%，滙率：約 USD1 = MOP8
- 薪俸職階根據受聘人的學術資格、高等教育教學經驗及專業工作經驗確定
- 有關學術職務聘用條款及福利的詳情，請瀏覽本院網頁

甄選：
典試委員會之組成可參閱本院網頁 <http://www.iftm.edu.mo/visitors/job-vacancies> 上的詳細聘任通告。評審以 1) 履歷分析、2) 甄選面試及模擬教學（包括兩部份：理論課及實務技能教學）進行。

報名及招聘詳情：
請見澳門旅遊學院網頁 <http://www.iftm.edu.mo/visitors/job-vacancies>
或掃描二維碼專頁。

最後報名日期：2023 年 10 月 26 日

SKH Tsang Shiu Tim Secondary School

SKH Tsang Shiu Tim Secondary School, established in 1978 as an aided English Medium of Instruction (EMI) school under the Anglican Church, has been dedicated to delivering high-quality education rooted in the principles of holistic Christian education. Guided by Christian values, our school endeavours to cultivate a well-rounded school experience that nurtures the moral, intellectual, physical, interpersonal, aesthetic, and spiritual development of our students. We are committed to fostering a positive learning environment that encourages students to embody our school motto: Wisdom, Perseverance, Health, and Gregariousness. Through this, we aim to help them grow into well-rounded individuals who are not only physically and mentally healthy but also independent, socially responsible future leaders.

We are now seeking passionate high-caliber candidates for the following position starting September 2024:

Principal

Applicants should:

- share and respect the education philosophy of the School and the Hong Kong Sheng Kung Hui
- demonstrate commitment and possess a strong aptitude for effectively implementing the vision and mission of the School
- have profound educational insights, with a strong awareness of the educational context of Hong Kong and global quality educational trend
- possess outstanding leadership abilities to effectively guide a professional teaching team that strives for excellence
- show wholehearted dedication to the holistic development and well-being of students, staff, and other stakeholders
- have strong communication skills in English and Chinese, both written and oral
- satisfy the conditions required of a Principal as stipulated by the Education Bureau

Interested candidates should send their full resume with a recent photo, English and Chinese application letters, and his/her education vision in a sealed envelope marked "Confidential" and addressed to:

**The Chairperson
Principal Selection Committee
SKH Tsang Shiu Tim Secondary School
6 Tak Hui Street, Wo Che Estate
Shatin, New Territories**

The application should reach the aforementioned address not later than 5:00p.m., 7th November 2023 by post or by hand. Suitable applicants would be invited for an interview.

Personal data will be used confidentially and strictly for this recruitment only.

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ENGINEERING & TECHNOLOGY



Drainage Services Department
Agreement No. CE47/2016(DS)
Rehabilitation of Underground Sewers and Drains – Investigation, Design and Construction

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

1. ASSISTANT RESIDENT ENGINEER (Ref: R&R/ARE/821/2023)

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

2. RESIDENT WORKS SUPERVISOR I (Ref: R&R/RWSI/822/2023)

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

3. RESIDENT WORKS SUPERVISOR II (Ref: R&R/RWSI/823/2023)

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

4. RESIDENT ASSISTANT CLERICAL OFFICER (LABOUR RELATIONS & ADMINISTRATION) (Ref: R&R/RACO(LR&A)/824/2023)

- Candidates should have
- (a) Level 2 or above in five subjects in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or
 - (b) Level 2 / Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and
 - (c) knowledge in application of common business software (e.g. Microsoft Word and Excel); and
 - (d) full-time working experience on personnel management or human resources related duties and preferably with post-secondary certificate on personnel management or human resources.
- Remarks:
- Applicants may also consider to refer to the other requirements of the above post(s) stipulated in Appendix 7.4 of "Management Handbook for Direct Employment of Resident Site Staff by Consultants for Public Works Projects" (RSS Management Handbook) from the webpage of Development Bureau.

5. RESIDENT ASSISTANT CLERICAL OFFICER (PUBLIC RELATIONS) (Ref: R&R/RACO(PR)/842/2023)

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

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

The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for position (4) - (5).

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

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

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

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

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



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

Waterworks Inspector (Contract)

- Responsibilities:**
- Carry out the inspection and reporting of the internal plumbing water systems within the buildings/properties in Hong Kong
 - Liaise with the building/property owners or management offices before and during the inspection
 - All other tanks relate to the inspection works
- Requirements:**
- Licensed plumber with minimum 3 years relevant post qualification experience, or
 - Minimum qualification equivalent to RSS Works Supervisor I, and
 - Minimum of 3 years relevant post qualification experience in laying water mains in Hong Kong

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

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



Drainage Services Department
Agreement No. CE 6/2012 (DS)
Construction of Additional Sewage Rising Mains and Rehabilitation of the Existing Sewage Rising Main between Tung Chung and Siu Ho Wan – Investigation, Design and Construction.

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

1. RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: ASRM2/RAIOW/837/2023)

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

2. RESIDENT WORKS SUPERVISOR I (Ref: ASRM2/RWSI/838/2023)

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

Remarks:

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

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

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

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

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

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

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



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

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for Contract No. DC/2018/03 – Expansion of Sha Tau Kok Sewage Treatment Works - Phase 1 and Village Sewerage in Tong To. The works comprise the reconstruction of the existing Sha Tau Kok Sewage Treatment Works (STKSTW) to increase its capacity to 5,000 cubic metres (m³) per day and provide allowance to facilitate a further increase to 10,000 m³ per day in the future; the construction of approximately 1.7 kilometres (km) of submarine outfall with diameter of 450 millimetres (mm) for the disposal of treated effluent from STKSTW; the demolition of an existing sewage pumping station and the decommissioning of approximately 500 metres of twin rising mains with 200 mm diameter and an existing submarine outfall with 250 mm diameter; the construction of approximately 1.52 km gravity sewers with diameters ranging from 250 mm to 450 mm in Sha Tau Kok town and Tong To; and ancillary works. The contract has started in fourth quarter of 2018 for completion in the first quarter of 2025.

RESIDENT ENIGNEER (ELECTRICAL) (Ref: STK/RE(E)/844/2023)

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

Remarks:

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

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

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

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

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



PLANNING DEPARTMENT

Town Planner (Civil Service Vacancy)

Salary: Master Pay Scale Point 31 (\$72,180 per month) to Master Pay Scale Point 44 (\$116,165 per month)

Closing Date for Application: 3 November 2023

Tel. Enquiry: 2231 5011

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.



CENSUS AND STATISTICS DEPARTMENT

STATISTICAL OFFICER II (Civil Service Vacancy)

Salary: Master Pay Scale Point 8 (HK\$22,895 per month) to Master Pay Scale Point 21 (HK\$45,640 per month)

Closing Date for Application: 26 October 2023

Tel. Enquiry: 2582 3038 or 2582 4813

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.



HONG KONG FIRE SERVICES DEPARTMENT


Ambulanceman/Ambulancewoman (Civil Service Vacancy)

Salary: Disciplined Services (Rank & File) Pay Scale Point 5 (HK\$24,725 per month) to Disciplined Services (Rank & File) Pay Scale Point 16 (HK\$35,215 per month)

Closing Date for Application: 26 October 2023

Tel. Enquiry: 2733 7673

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PLANNING DEPARTMENT

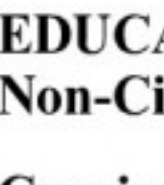
Assistant Town Planner (Civil Service Vacancy)

Salary: Master Pay Scale Point 18 (\$39,435 per month) to Master Pay Scale Point 27 (\$60,065 per month)

Closing Date for Application: 3 November 2023

Tel. Enquiry: 2231 5011

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.



EDUCATION BUREAU

Non-Civil Service Vacancy


Curriculum Officer (Kindergarten and Primary/Primary) (EDB/CDI/431/23)

Salary: \$79,930 per month (Gratuity: 15%) (Contract Period: 2.5 years)

Closing Date for Application: 3 November 2023

Tel. Enquiry: 2892 5846

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



General Secretary

Established in 1960, the Tsung Tsin Mission of Hong Kong Social Service (“the Agency”) provides professional social services to those in need, driven by God’s love and grace. Our vision is to enable holistic development for those we serve, to cultivate a fulfilling life. The Agency also places strong emphasis on collaboration with TTM churches and schools.

The Agency now sincerely invites applications for the position of General Secretary.

Responsibilities:
As the leader of the Agency, the General Secretary has to:


- provide strategic leadership and effective management for all aspects of the Agency including service delivery and development, internal and external communications, fundraising, etc. ;
- enhance relationships with all stakeholders, while further advancing the public image of the Agency;
- lead the Agency into a new expansion and development stage while ensuring financial sustainability and good corporate governance.

Qualifications and Requirements:
The applicant should have

- a recognized Master Degree or above;
- at least 15 years of managerial experience in the social service sector;
- exceptional interpersonal and leadership skills ;
- excellent communication capabilities with people at different spheres both internally and externally;
- proficient written skills in both Chinese and English; and
- fluent spoken English, Cantonese and Putonghua.


The above position will be offered a 3-year renewable contract. Interested parties please apply with your full resume and expected remuneration by email to gsrecruitment@ttm.org.hk or by post to the Chairperson of the GS Recruitment Committee, 8/F., Kings Tower, 111 King Lam Street, Cheung Sha Wan, Kowloon, Hong Kong on or before October 25, 2023.

(All application information will be kept strictly confidential and used only for recruitment purposes. If you do not hear from us within six weeks, please consider your application unsuccessful. Personal data of unsuccessful applicants will be destroyed six months after the recruitment process is completed.)



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ADMINISTRATIVE ASSISTANT

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

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

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **October 27, 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.



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SOCIAL SERVICES



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.

Consultant in Emergency Medicine

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

Consultant in General Surgery

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in General Surgery
- Minimum 6 years of post graduation relevant clinical experience
- Provide Out-Patient, In-Patient services and other clinical services in Hospital and East Kowloon Medical Centre at Ngau Tau Kok as required
- Fluency in Cantonese and English

Consultant in Paediatrics

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

Consultant in Obstetrics & Gynaecology (Part-time)

- Medical qualification registrable in Hong Kong
- Fellowship of the Hong Kong Academy of Medicine
- Specialist registration in Obstetrics & Gynaecology
- Minimum 6 years of post graduation relevant clinical experience
- Responsible to provide services in gynaecology in Baptist Hospital and Ambulatory Medical Centres at Ngau Tau Kok according to service needs
- Fluency in Cantonese and English

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

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



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.

Senior Nursing Officer (ICU/Heart Centre)

- Provide day-to-day clinical supervision and professional advice to nursing staff
- Master degree in Nursing or related discipline
- Registered Nurse (Nursing Council of Hong Kong) with valid practising certificate
- Over 15 years of continuous post registration clinical working experience with at least 8 years in management capacity
- Experience in planning, implementing and developing clinical services, quality and risk management projects is required
- Experience in accreditation, information technology and private hospital is preferable
- Strong leadership qualities with highest level of integrity
- Excellent problem solving, interpersonal and communication skills
- Proficient in both written and spoken Chinese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to **Human Resources Department, Hong Kong Baptist Hospital, 18/F, Tower 2, Enterprise Square, 9 Sheung Yuet Road, Kowloon Bay, Kowloon**, by email to hr@hkbh.org.hk or by fax to 2339 5769 **on or before 28 October 2023**.

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



THE FAMILY PLANNING ASSOCIATION OF HONG KONG

Applications are invited for:
(on contract terms renewable up to mid-2029)

Project Manager (Redevelopment)

University degree in Architecture/ Building/ Surveying or related disciplines. Possession of relevant professional qualification preferred. At least 10 years’ relevant local experience, preferably in building redevelopment projects of institutional organizations. Required to oversee and coordinate a redevelopment project of the Association as well as the other redevelopment plans. Strong managerial and communication skills and be able to work collaboratively with all parties.

Executive Assistant (Accounts)

Diploma or above in Accounting or related disciplines. Minimum 5 years of relevant experience. Required to report to the Accountant for handling the Association’s financial operation. Good team player with excellent interpersonal and communication skills. Ability to work independently.

Please send full resume with expected salary to the Administration Department of **The Family Planning Association of Hong Kong** by email to recruit@famplan.org.hk or by post at 10/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong by **1 November 2023**.

(Applicants who have not been invited for interview within two months may consider their applications unsuccessful. All applications will be used for recruitment purpose only and will be destroyed within two years.)

HOUSING DEPARTMENT
Chainman (Civil Service Vacancy)
Salary: Master Pay Scale Point 5 (HK\$18,965 per month) to Master Pay Scale Point 8 (HK\$22,895 per month)
Closing Date for Application: 27 October 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/App Store/HUAWEI AppGallery for information about the post.

GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
VARIOUS BUREAUX AND DEPARTMENTS
Assistant Executive Manager (Non-Civil Service Vacancy)
Job Number: 47402
Salary: HK\$29,500 per month
Closing Date for Application: 3 November 2023
Telephone Enquiry: 3105 0269
Please visit GovHK at <https://www.gov.hk> or download “Government Vacancies” Mobile Application at Google Play/App Store/HUAWEI AppGallery for information about the position.

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

Senior Officer (Central Moneymarkets Unit)

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.)

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 and operating procedures
- Provide support in system development and implementation of new CMU initiatives, internal system enhancement and process improvement


Requirements

- University degree
- At least two years' experience in international or domestic bond settlement / back office operations preferred
- Knowledge of operation of local and overseas debt securities settlement systems such as Euroclear, Clearstream, SWIFT Alliance and related workflow an advantage
- Proficiency in MS Excel, Word, PowerPoint and Chinese word processing
- Knowledge of macro and VBA programming a plus
- 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 or skill may be considered for an offer of appointment at Assistant Officer level.)

Closing Date for Application: **28 October 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):

Assistant Officer (Risk Management)

Key Responsibilities

- Provide secretarial support to the Chief Risk Officer
- Provide operational and administrative support to the department and clerical and logistical support in the arrangements for meetings
- Liaise with internal divisions and external parties on scheduling of meetings
- Perform other ad hoc duties assigned

Requirements

- University degree
- At least one year's work experience
- Well-versed in computer applications including MS Word, Excel and PowerPoint and Chinese word-processing
- Good command of written and spoken English
- Strong communication and interpersonal skills

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

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



HONG KONG MONETARY AUTHORITY

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

Manager (Financial Stability Surveillance)

Key Responsibilities

- Conduct monitoring and risk assessment of Hong Kong financial markets, including:
 - producing regular market surveillance reports and updating risk indicators
 - preparing materials for senior macro-prudential policy meetings
 - writing briefs and speaking points for senior management on relevant subjects
- Conduct research and analysis on topics related to financial stability, including:
 - contributing to financial stability-related analysis for presentation to senior management
 - preparing topical notes on important market developments
 - participating in the HKMA's representation in international forums

Requirements

- University degree in economics, finance or related fields
- At least 3 years of professional experience in fields relevant to the HKMA's work
- Knowledge of finance and economics
- Strong experience in analysis related to macroeconomic surveillance, financial markets and banking sector
- Proficiency in economic and financial databases such as Bloomberg; proficiency in R programming a plus
- Good command of written and spoken English
- Self-motivated, versatile and resourceful team player with good interpersonal and communication skills

Manager (External)

Key Responsibilities

- Assist the formulation and implementation financial initiatives in respect of offshore RMB business and Greater Bay Area financial cooperation
- Keep abreast of Mainland policy development, particularly in respect of financial market open-up and RMB internationalisation. Conduct relevant research and analysis
- Lead a supporting team in planning and executing conferences, training seminars and other events, in coordination with Mainland financial agencies and financial industries in Hong Kong
- Assist to implement secondment and exchange programmes involving other regulatory bodies, by liaising with universities, relevant Government Departments and other working counterparts
- Support the HKMA's participation in various international and regional meetings and forums. Contribute to international policy initiatives and discussions
- Perform other administrative or ad hoc duties as required

Requirements

- University degree or preferably in business, economics, finance or related fields
- At least three years of experience in policy research, banking industry or event planning
- Strong presentation skills and good analytical, writing, communication and organisational skills
- Flexibility and ability to multitask in a fast-paced environment
- Fluency in Putonghua and excellent command of English and Chinese

Associate Fintech Director (Fintech Facilitation Office)

Key Responsibilities

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

Requirements

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

Senior Officer (Fintech Facilitation Office)

Key Responsibilities

- Write, proof-read, translate and edit English and Chinese internal and external documents, reports and publications
- Assist in preparing presentation and promotion materials of FFO including speech drafting
- Actively collaborate with internal and external parties in the production of contents, including texts, infographics, videos and websites
- Assist in the design and production of content in various printed or digital forms, including text, infographics, photos, videos
- Provide support and prepare briefing materials for FFO's participation in international or regional forums / events / seminars, as well as liaising with counterparts and other external parties
- Manage and develop responses to external enquiries and requests to the FFO
- Provide editorial and ad-hoc administrative support to the FFO
- Assist in conduction research on latest technology trends and developments on CBDC and other key fintech initiatives

Requirements

- University degree, preferably in English studies, linguistics, communication, translation or related disciplines
- At least three years of relevant experience in editorial and/or translation work in English or Chinese
- Good knowledge of the latest development in the fields of financial technology, finance and banking, and good understanding of the HKMA's functions an advantage
- Conscientious and with good multitasking ability
- Creative and innovative mind, and good interpersonal, communication, organisational and presentation skills
- Excellent command of both written and spoken English and Chinese. Fluency in Putonghua a plus

Closing Date for Application for the posts of Manager (Financial Stability Surveillance), Manager (External), Associate Fintech Director (Fintech Facilitation Office) and Senior Officer (Fintech Facilitation Office): **4 November 2023.**

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

Manager (Banking Supervision) (Credit Risk Modelling)

Key Responsibilities

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

Requirements

- University degree in finance, economics, risk management, statistics, mathematics or related fields. Relevant advanced degree or professional qualification such as CFA or FRM an advantage
- At least 3 years of relevant experience in credit risk model development or validation preferably gained in large-scale AIs
- Good knowledge of global and local regulatory requirements, supervision of financial institutions and risk management practices relating to credit risk
- Flexible and with ability to multitask in a fast-paced environment
- Good quantitative background
- Good analytical, communication and presentation skills

Closing Date for Application for post of Manager (Banking Supervision) (Credit Risk Modelling): **11 November 2023.**

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

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GOVERNMENT APPOINTMENTS



HONG KONG MONETARY AUTHORITY

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

Manager (Retail Payment Oversight)

Key Responsibilities

- Perform on-site and off-site reviews in subject areas such as technology and payment security for the supervision of Stored Value Facility (SVF) licensees and oversight of designated Retail Payment Systems (RPSs)
- Conduct relevant supervisory follow-ups on remediation and/or control implementation by SVF licensees and designated RPSs in addressing identified risks and issues
- Advise on IT-related control matters as needed for new initiatives proposed and incidents reported by SVF licensees and designated RPSs
- Keep abreast of the current development of technology and threat trends, support the development and review of policies pertaining to the regulation of SVF and designated RPSs

Requirements

- University degree in information systems, computer science, cyber security, risk management, banking, finance or related fields
- At least 3 years of experience in related fields, preferably in technology risk management, IT audit, internal audit, regulatory compliance or other relevant areas
- Professional qualifications such as CISA, CISM, CISSP, CRISC and CIA preferred
- Solid understanding of IT environment, threat landscape, information and cyber security controls in the financial services industry, and related regulatory requirements
- 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 would be an advantage

Manager / Assistant Manager (Banking Supervision)
(Supervisory Technology / Technology Risk)

Key Responsibilities

- Identify emerging technology-related risks of the banking sector, conduct research on operation resilience, third-party risk management, cyber threat landscape, virtual assets and technology trend, and propose supervisory measures
- Assist with the implementation of Supervisory Technology (Suptech) and collaborate with relevant stakeholders
- Assist in developing and updating the HKMA's supervisory policies and guidelines for enhancing Authorized Institutions' (AIs) technology risk management and facilitating development of AIs' cyber resilience capabilities, fintech and digital banking initiatives
- Conduct onsite examinations and thematic reviews to assess the controls adopted by AIs in managing technology risk (covering areas such as governance, operational resilience, third-party risk management, cybersecurity, digital banking and fintech initiatives)
- Manage and respond to different significant technology-related incidents including IT incidents, cyber attacks, and online fraud cases of the banking sector
- Collaborate with the banking industry and other stakeholders in various technology risk, cybersecurity management and encouraging adoption of fintech

Requirements

- University degree preferably in information technology or related disciplines
- At least 3 years of relevant experience in banking, technology audits, technology risk or cybersecurity management
- Good analytical capability with sound technology background, and knowledge of cybersecurity practices and risk management sense; knowledge of banking business and operational resilience an advantage
- Experience in developing and implementing data analytics / machine learning / artificial intelligence models for risk management an advantage
- Flexibility and ability to multitask in a fast-paced environment
- Good project management, interpersonal and communication skills
- Good command of both written and spoken English and Chinese. Proficiency in Putonghua an advantage

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

Systems Analyst (Infrastructure Services – Network Specialist)

Key Responsibilities

- Manage and support the daily operations of network infrastructure including configuration management, change management, system monitoring, firmware management and problem resolution
- Conduct regular network performance monitoring and analysis, including monitor network bandwidth utilization, latency and optimizing network resources
- Develop and implement policies and standard operating procedures for network infrastructure management
- Provide support for network infrastructure upgrade projects, including coordinating with various internal teams and external parties to ensure smooth project execution.
- Assist in formulating disaster recovery plans for network infrastructure

Requirements

- University degree in information technology or related fields.
- At least three years of hands-on experience in implementation and support in the following areas:
 - Routing and switching, including TCP/IP, BGP, OSPF, NAT, QoS and VXLAN
 - Enterprise datacenter networks and Software-defined Networking architecture
 - Network management and monitoring
 - Firewalls and network segmentation
 - Disaster recovery planning
- Strong troubleshooting skills in data, voice and video networks
- Cisco Certified Network Professional (CCNP) or higher preferred
- Strong interpersonal and communication skills
- Flexible work approach
- Good command of both written and spoken English and Chinese

Officer (Settlement)

Key Responsibilities

- Perform day-to-day settlement operations such as cash transfers, fixed income, foreign exchange, loans and deposits, interest rate swaps, and futures and options
- Work closely with stakeholders and external parties (e.g. custodian agents, Nostro banks and counterparties) to ensure smooth settlement
- Carry out other settlement and trade processing functions such as corporate actions, trade confirmation matching, failed trade management, incident investigation, etc.
- Support system and process improvement initiatives by participating in user acceptance test, production rollout, etc.

Requirements

- University degree
- At least 2 years of work experience in settlement / back office operations / correspondent banking services for a wide range of financial products and markets

- Good knowledge of settlement practices and SWIFT message standards
- Hands-on experience / knowledge of settlement systems such as SWIFT, RTGS, Easyway, confirmation matching system and treasury management system an advantage
- Good interpersonal and analytical skills

Closing Date for Application for the posts of Manager (Retail Payment Oversight), Manager / Assistant Manager (Banking Supervision) (Supervisory Technology / Technology Risk), Systems Analyst (Infrastructure Services – Network Specialist) and Officer (Settlement): **28 October 2023**.

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

Manager (Resolution Office) – Policy Team

Key Responsibilities

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

Requirements

- University degree in banking, finance, accounting, business, economics, risk management, law or related fields
- At least 3 years of relevant experience in the banking industry or in the regulatory, 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

Systems Analyst (Information Technology) – IT Security

Key Responsibilities

- Safeguard information system assets by preventing, detecting and resolving security related incidents
- Assist in the implementation, operations and maintenance of Privileged Access Management System, and Endpoint Detection and Response System
- Perform vulnerability assessment and penetration test, interpret findings and turn them into recommendations
- Perform proof-of-concept evaluation of IT security products in cyber security laboratory
- Assist in developing and maintaining the HKMA IT security policy, standards and guidelines

Requirements

- University degree in computer science, information systems, information security, cyber security or related fields
- At least 2 years of experience in information security services
- Understanding of threat landscape and trends, able to act proactively on threat intelligence an advantage
- Understanding of fundamental infrastructure components, network concepts, operating systems (Windows & Linux), intrusion and email systems, open source security measures an advantage
- In possession of certification in CISSP / CISA preferred
- Self-driven and a good team player
- Good analytical, interpersonal and communication skills

Closing Date for Application for the posts of Manager (Resolution Office) – Policy Team, Manager (Resolution Office) - Execution Team and Systems Analyst (Information Technology) – IT Security: **4 November 2023**.

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

EDUCATION BUREAU

Speech Therapist
(Civil Service Vacancy)

Salary: Master Pay Scale Point 16 (HK\$ 35,775 per month) to Master Pay Scale Point 33 (HK\$ 79,135 per month)

Closing Date for Application:
10 November 2023 (Friday)

Tel. Enquiry: 2892 6177 or 2892 5705

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

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