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 West Kowloon Cultural District Authority.

#### Chief Property Development Officer (CPDO) (Ref: R6031)

Reporting to Deputy Chief Executive Officer (District Development) of West Kowloon Cultural District Authority (WKCDA), the incumbent shall:

- formulate the overall strategy for the planning and The ideal candidate should have: development of the Hotel, Office and Residential (HOR) and Retail, Dining and Entertainment (RDE) facilities in the West Kowloon Cultural District (WKCD) in accordance with the approved Development Plan of the WKCD project and as directed by WKCDA;
- devise a comprehensive and robust strategy and programme for the development and disposal of the residential packages in WKCD through Public-Private Partnership (PPP), maintain oversight of the statutory processes, tendering, marketing and related matters, and resolve any issues impacting the timely and successful delivery of the projects;
- devise strategies and plans for the delivery of PPP projects for the commercial developments in WKCD under the Built-Operate-Transfer (BOT) model, maintain oversight of their implementation and resolve any matters impacting their timely and successful delivery;
- maintain close and effective working relationship with both internal and external stakeholders, including but not limited to other divisions/departments responsible for project and business development, private sector partners of the PPP projects as well as the relevant government bureaux/ departments and agencies;
- formulate effective strategies, policies and plans for the leasing of commercial properties of WKCDA and

For interested parties, please send your application letter on or before 19 March 2025, along with your CV, outlining your suitability for the role, expected salary and earliest availability. Please quote the name of the position to:

Ms Jenny CHUNG Odgers Berndtson Rm 602, The Chinese Bank Building 61-65 Des Voeux Road Central Central, Hong Kong

or apply via WKCDA-CPDO@odgersberndtson.com

The review of applications will continue until the post is filled.

westK

optimising other revenue streams to maximise occupancy and income generated from the Authority's assets; and

- a recognised university degree with minimum 20 years of post-qualification experience, of which at least 10 years at a senior executive level in a multi-faceted environment covering property development, commercial leasing, business planning, revenue generation, marketing and
- proven track record in leading the commercial operations of large-scale organisations; experience in implementing PPP projects highly preferred;
- solid capability in developing strategies in achieving commercial success in relation to land and property development and commercial leasing;
- strong business and financial acumen and a track record of commercial success particularly through sustainable revenue generation and quality execution;
- excellent stakeholder management experience and maturity to effectively deal with a broad range of stakeholders and business partners;
- a good balance of strategic and implementation capabilities, with a strong focus on results and quality;
- excellent leadership, interpersonal, team-playing, communication and negotiation skills; and
- 8) excellent oral and written communication skills in both English and Chinese and a strong ability to engage and communicate with multiple stakeholders.

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

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

For more information https://www.westk.hk/en/about-us/careers or contact Ms Jenny CHUNG at +(852) 2215 8688



# ■■■ HKIC 香港投資管理有限公司 Hong Kong Investment Corporation Limited The Hong Kong Investment Corporation Limited ("HKIC") is dedicated to contributing to the future

development of Hong Kong by identifying investment opportunities and strategically promoting the development of target industries, so as to enhance the long-term competitiveness and economic vitality of Hong Kong while generating investment return. It is wholly owned by the HKSAR Government, and consolidates the management of the investment activities of the Hong Kong Growth Portfolio, Greater Bay Area Investment Fund, Strategic Tech Fund, and the Co-Investment Fund. More information about the HKIC can be found at <a href="https://www.hkic.org.hk">https://www.hkic.org.hk</a>.

There is now an excellent opportunity for eligible candidates to join the HKIC team with details shown below:

## Analyst (Investment)

#### Key Responsibilities

- Analyse market and company data
- Provide support to conduct economic and financial research for establishing benchmarking standards
- Perform day-to-day operational duties such as market information collection, record keeping, preparation of internal briefing and reporting materials, and meeting coordination
- Participate in investment and related documentation
- Develop and maintain constructive relationship with counterparts
- Perform other assigned duties as required

#### Requirements

- University degree with at least 2 years of solid work experience in financial institutions or relevant professional firms
- Experience in accounting firms a plus
- Good understanding of the Basic Law of the HKSAR
- Committed to contributing to the future development of Hong Kong and achieving the HKIC's objectives
- Strong sense of integrity and professional ethics
- Good team player and eager to learn
- Strong organisation and coordination skills
- Good computer literacy including MS Word, Excel, PowerPoint and Chinese word processing
- Good command of written and spoken Chinese and English
- Willing to work outside normal office hours as and when required

Closing Time for Application: 5:00 p.m., 21 March 2025

For the application method, please visit our website at <a href="https://www.hkic.org.hk/careers">https://www.hkic.org.hk/careers</a> for more details.



## **Multi Lines International Company Limited**

We are a sizable international sourcing organization with 60,000 square feet studio showcasing 5000+SKUs supplied to countries including UK, Ireland, Canada, Denmark, France, Germany, Australia and India with in house graphic designers and sourcing team to support our team. Due to business growth, we are now looking for Sales Executives to cope with our team expansion.

## Sales Executives

#### Responsibilities:

- Explore and develop new business opportunities to achieve sales & profit targets
- · Maintain and cultivate strong client relationships, including potential clients
- Participate in trade fairs/trade shows locally or oversea to prospect and development new customers
- · Be involved in the progress of different projects, ensure effective communication and coordination with clients until project completion
- Maintain good relationship with assigned customers by providing professional after-sales service and account management
- · Support the day-to-day sales operations and handling sales inquiries
- Fulfill the sales tasks designated by the supervisor or manager
- · Perform any other ad hoc tasks assigned

#### Requirements:

- DSE / Diploma or above in Business Administration, Sales & Marketing or related discipline
- · 2 years or above related working experience of Sales Executive in trading companies
- · Willing to travel to attend trade fairs/trade shows
- · Good command of written and spoken English and Chinese (Cantonese & Mandarin)
- · Self-motivated, independent and proactive
- · Excellent communication, negotiation and interpersonal skills
- · Proficiency in PC operations and MS office

Interested parties are invited to send a detailed CV stating present and expected salary (MUST) by email to mtlhr3@multilines.com.hk

All information collected will be kept strictly confidential and used for recruitment purpose only. For those applicants without received invitation within 4 weeks may consider their applications are unsuccessful. Applicants may be considered other suitable positions within the company for a period up to one year, after which their personal data will be destroyed accordingly.



Pneumoconiosis Compensation Fund Board ("PCFB" or the "Board"), is a statutory body operated under the Pneumoconiosis and Mesothelioma (Compensation) Ordinance to collect levy, make compensation and conduct prevention, rehabilitation and research programmes. The Board is inviting high caliber candidates for the post of:

#### Executive Director

Being Executive Director of PCFB's Secretariat, the incumbent will report to the Board. He/she will play a strategic leadership role of PCFB's Secretariat accountable to the Board.

#### Key Responsibilities

- Within the framework and compliance of the respective Ordinance, rules and regulations, lead and recommend the development of PCFB's strategies, business plans and budgets.
- Fully accountable to the Board for all aspects of PCFB's operations, business and performance, through the implementation and execution of PCFB's strategic objectives and priorities.
- and quality information, for better business decisions. Ensure that the strategic objectives as agreed by the Board are effectively disseminated/communicated throughout the

Maintain thorough communication with Board members and Secretariat's employees, by providing appropriate, timely

- Manage an effective team of the Secretariat with high integrity and performance standard in serving the Board and
- Ensure that adequate Secretariat's resources, including but not limited to, HR, IT, financial resources, as well as monitoring and control systems are in place to support PCFB's operations.
- Represent PCFB and take ad hoc and other duties as directed by the Board.

#### Requirements

- A university graduate of a relevant discipline with at least 15 years of relevant experience taking a leadership role with
- A passionate, caring and energetic person who shows capabilities to lead and manage an effective organization. A person with high integrity and creditability with track record particularly managing financial and Secretariat matters.
- A strong leader with experience in managing large public funds and driving strategic programmes and initiatives, is an
- A person with strong interpersonal and communication skills (in both written and spoken Chinese and English) and able
- to converse in Putonghua, is an advantage. A public speaker with experience in dealing with press, media, and the community.

Applicants should send a covering letter and detailed curriculum vitae, with present/last, expected salary and date of availability by email to recruit02@pcfb.org.hk or by post in an envelope marked "Confidential" to Head of Human Resources and Administration, Pneumoconiosis Compensation Fund Board, 15/F., Nam Wo Hong Building, 148 Wing Lok Street, Sheung Wan, Hong Kong.

Closing date: Received on or before 5 pm of 24 March 2025. Applicants who submitted applications for this post before need not resubmit. All applications will be handled in strictest confidence and information collected will be used for recruitment purpose only. In accordance with our retention policy, the personal data of unsuccessful candidates collected for this recruitment exercise will be kept for 12 months from its completion and thereafter destroyed. More information of the Board can be obtained through our website: www.pcfb.org.hk.

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香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

Information Technology Services Centre

Computer Officer I

(Ref: 250000EA) (Closing date: March 28, 2025)

Applicants should have (i) a Bachelor's degree, preferably in Computer Science, Information Technology, or a related discipline; (ii) at least five years' work experience (at supervisory level) in managing large-scale ERP system and web-application development projects; (iii) proven track record of excellent leading and project management skills for new project/enhancement initiatives and daily operation of existing service; (iv) exceptional organisational skills, and the ability to collaborate effectively with various stakeholders; (v) a quality conscious and innovative mindset, high self-motivation and effective communication skills; (vi) the ability to mentor junior staff and effectively motivate team members; (vii) good experience in vendor management; and (viii) an excellent command of both spoken and written English and Chinese. Preference will be given to those with work experience in the following software and platforms: PeopleSoft Campus Solution, PeopleSoft HCM, PeopleTools, Oracle Database, Net framework, SQL Server, Visual Studio, AIX server and Windows Server.

The appointee will be assigned to the Administrative Systems Services and will lead a team to manage projects relating to administrative systems for the University.

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

[Those who have responded to the previous advertisement for the same post (Ref. 240002RN) need not re-apply.]

#### Strategic Events and External Projects Office

Assistant Secretary / Administrative Officer (Ref: 250000EB) (Closing date: March 21, 2025)

Applicants should have (i) a good Bachelor's degree, preferably in Communications or Marketing; (ii) at least twelve years' (for Assistant Secretary) or seven years' (for Administrative Officer) solid post-degree experience in public relations, marketing and brand management, preferably in large corporation(s); (iii) excellent organizational, presentation, communication and interpersonal skills; (iv) good experience in organizing large scale events in mainland; (v) experience in leading a team in the implementation of large scale events; and (vi) an excellent command of English and Chinese, and fluency in Putonghua.

Duties include (a) planning and implementing strategic events to enhance the University's reputation and external engagement; (b) planning of publicity strategies to maximize the impact of University level events; (c) spearheading and managing a wide spectrum of University level events and activities; (d) overseeing production of promotion materials relating to University events; (e) leading the Events Team in the implementation of large scale events; and (f) other assignments. The appointee will carry the job title of 'Senior Manager (Events)' where appropriate.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. Shortlisted candidates will be invited for a written test in both English and Chinese.

[Those who have responded to the previous advertisement for the same post (Ref. 2500001J) need not re-apply.]

#### Application Procedure

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



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Faculty of Law

Executive Officer I (carrying the job title of 'Senior Manager', Office of Career Planning and Professionalism)

(Ref. 250000F8) (Closing date: March 25, 2025)

The Faculty of Law (CUHK LAW) is committed to providing the very best support to all its students as they make the transition from study to the workplace. This involves recognition of the fact that the marketplace for jobs is very competitive and that employers demand a range of skills and attributes which go beyond what is normally taught within the academic programme of a law degree.

To help students meet these challenges, CUHK LAW has set up an Office of Career Planning and Professionalism. The Office provides students with guidance on career choices and assistance on career preparation and professional development. It maintains the Virtual Careers Resource Centre (VCRC), which serves as a contact point for prospective employers, teaching Faculty members and students, and contains wide range of career-related resources for students.

The appointee will be responsible for (a) the implementation and continuous development of a comprehensive programme embracing student career planning and support (e.g. CV review and job search guidance), career counselling and advice, and inculcation of high standards of professionalism within the student body; (b) overseeing the management of the VCRC; (c) working closely with senior Faculty members in supporting the enhancement of CUHK LAW's profile and its links with employers in all sectors; (d) maintaining good network with recruiters, alumni, students and legal professionals via engagement activities; and (e) performing other tasks as assigned.

Applicants should have (i) a good Bachelor's degree, preferably in Law; (ii) fulfilled the English language requirements set out on the website: <a href="https://www.hro.cuhk.edu.hk/en-gb/languageforeo">https://www.hro.cuhk.edu.hk/en-gb/languageforeo</a>; (iii) at least 8 years' post-qualification executive or human resources experience, preferably in law firms or the legal/ legal-related sector; (iv) an excellent command of spoken and written English and Chinese (including Putonghua); (v) strong relationship-building and communication skills; and (vi) strong leadership skills, good team spirit and self-motivation. Having experience in graduate recruitment is preferred. Shortlisted candidates will be invited to sit for a written test. For more information about the post, please contact the Faculty by email at law.apply@cuhk.edu.hk.

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

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

#### Application Procedure

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



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

The Chinese University of Hong Kong Press Assistant Director (at the rank of Assistant Secretary)

(Ref: 250000H6) (Closing date: April 6, 2025)

Founded in 1977, The Chinese University of Hong Kong Press (CUHK Press) is a leading English-Chinese bilingual publisher of scholarly and trade publications on China studies. We seek an Assistant Director to join the senior management team and oversee the daily operations.

The appointee will (a) assist the Director in strategic plans aligned with the University's mission; (b) advance the Press's digital publishing initiatives; (c) work with the management team to develop sustainable operational plans; (d) develop a dynamic publishing program in collaboration with the acquisitions team; (e) train and supervise staff in the editorial, production, and business divisions; (f) ensure high professional standards in all publications; and (g) foster relationships within the University, the scholarly publishing world, and the academic community.

Applicants should have (i) a Bachelor's degree in Humanities or Social Sciences, advanced degree preferred; (ii) twelve years of post-qualification publishing experience, including three years in senior management; (iii) excellent verbal and written skills in English, Cantonese, and Putonghua; (iv) knowledge of regional and international publishing landscape; and (v) familiarity with higher education administration in Hong Kong.

Applicants should upload a CV and a cover letter explaining their fit for this position in the online application.

Appointment will initially be made on contract basis for up to two years, renewable subject to mutual agreement. [Those who have responded to the previous advertisement for the same post (Ref. 250000CJ) need not re-apply.]

Application Procedure

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

# THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

With over 85 years of rich heritage, The Hong Kong Polytechnic University (PolyU) has evolved alongside society and made pivotal contributions to the development of Hong Kong, the Nation and the world. The University pursues world-class excellence in education, research and knowledge transfer to nurture socially responsible leaders and professionals, as well as to drive impactful research and innovation. PolyU will strive to continually excel as an innovative world-class university that makes a positive impact on society, living up to the University's motto: "To learn and to apply, for the benefit of mankind."

Ranked among the top 100 universities globally by well-known ranking organisations such as Quacquarelli Symonds (QS), Times Higher Education (THE) and U.S. News & World Report, PolyU offers a wide range of world-class educational and research programmes in seven faculties and three independent schools. PolyU has furthermore achieved remarkable results in the QS World University Rankings by Subject 2024 – it is ranked in the global top 20 for five subjects, is first in Hong Kong for four subjects, and is in the global top 100 for 21 subjects.

#### DEPARTMENT OF BUILDING AND REAL ESTATE

Associate Professor / Assistant Professor in Architecture (Ref. 250303001)

The appointee will be required to (a) undertake teaching duties at various levels in the area of Architectural Studies, including but not limited to Building Information Modelling (BIM), Advanced Building Systems and Technology for Architects, Development Control Law, Contract Administration, Chinese Architecture, and Artificial Intelligence related to Architectural Design etc; (b) supervise undergraduate and postgraduate research projects and theses; (c) conduct research in related areas and contribute to the development of the Department's research strengths; (d) initiate, lead and participate in scholarly research in their areas of expertise and be active in research leading to quality journal publications and in bidding for external research grants and applied research projects; and (e) engage in programme and curriculum planning, development, validation, accreditation and administration of the new Bachelor degree of Architectural Studies and Master degree of Architecture programmes.

Applicants should (a) have a bachelor degree in Architectural Studies and a master's degree in Architecture or equivalent, leading to an architect professional qualification; (b) have a PhD degree in Architecture, Urban Planning, Urban Design or a related discipline; (c) have knowledge of advanced technology related to Architecture and Design, including proficiency in BIM, Revit and other relevant tools; (d) have relevant post-qualification experience, particularly in programme development and management; (e) have a strong commitment to excellence in teaching and research; (f) have an excellent proven record in research and scholarship achievement; and (g) be able to demonstrate effective classroom teaching skills and have good interpersonal skills.

Applicants for appointment at Associate Professor level should have substantial years of relevant postqualification experience and an excellent record of relevant academic and/or research achievements. Applicants with less experience will be considered for appointment as Assistant Professor.

#### Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment for Assistant Professor will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. An appropriate term will be provided for appointment at Associate Professor. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at https://www.polyu.edu.hk/hro/docdrive/careers/doc/Prof.pdf.

#### Application

Please submit an application through PolyU's career website (<a href="https://jobs.polyu.edu.hk/academic">https://jobs.polyu.edu.hk/academic</a>). Consideration of applications will commence on 17 March 2025 until the position is filled. The University's Personal Information Collection Statement for recruitment can be found at <a href="https://www.polyu.edu.hk/hro/careers/pics\_for\_recruitment/">https://www.polyu.edu.hk/hro/careers/pics\_for\_recruitment/</a>.

PolyU is an equal opportunity employer, dedicated to fostering an environment that embraces diversity and demonstrates inclusion of people from all backgrounds, cultures, identities and experiences where all members of the University are treated with fairness, dignity and respect. To learn more about the University's "Statement on Equal Opportunities, Diversity, and Inclusion", please visit our website at <a href="https://www.polyu.edu.hk/hro/equal\_opportunities\_diversity\_and\_inclusion/">https://www.polyu.edu.hk/hro/equal\_opportunities\_diversity\_and\_inclusion/</a>.

www.polyu.edu.hk



With over 85 years of rich heritage, The Hong Kong Polytechnic University (PolyU) has evolved alongside society and made pivotal contributions to the development of Hong Kong, the Nation and the world. The University pursues world-class excellence in education, research and knowledge transfer to nurture socially responsible leaders and professionals, as well as to drive impactful research and innovation. PolyU will strive to continually excel as an innovative world-class university that makes a positive impact on society, living up to the University's motto: "To learn and to apply, for the benefit of mankind".

Ranked among the top 100 universities globally by well-known ranking organisations such as Quacquarelli Symonds (QS), Times Higher Education (THE) and U.S. News & World Report, PolyU offers a wide range of world-class educational and research programmes in seven faculties and three independent schools. PolyU has furthermore achieved remarkable results in the QS World University Rankings by Subject 2024 – it is ranked in the global top 20 for five subjects, is first in Hong Kong for four subjects, and is in the global top 100 for 21 subjects.

#### DEPARTMENT OF BUILDING AND REAL ESTATE

Assistant Professor in Real Estate / Sustainability / Technology (Ref. 250307008)

The appointee will be required to (a) undertake teaching duties in relevant subject areas at undergraduate and postgraduate levels; (b) supervise undergraduate and postgraduate research projects and theses; (c) conduct research in related areas and contribute to the development of the Department's research strengths in real estate / sustainability / technology; (d) initiate, lead and participate in scholarly research in his/her area(s) of expertise and be active in research leading to quality journal publications and in bidding for external research grants and projects; (e) engage in programme / curriculum planning, development and administration; and (f) undertake relevant administrative duties.

Applicants should (a) have a PhD degree in a related area; (b) have a strong commitment to excellence in teaching and research; (c) have a proven record in research and scholarship achievements; (d) be able to demonstrate effective classroom teaching skills and have good interpersonal skills; (e) have experience in acquiring external research funding, including those from national, international funding bodies and industries; and (f) have excellent communication, organisation, leadership skills, with strong team work and the ability to work in an interdisciplinary team.

#### Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. For general information on terms and conditions for appointment of academic staff in the University, please visit the website at https://www.polyu.edu.hk/hro/docdrive/careers/doc/Prof.pdf.

#### Application

Please submit an application through PolyU's career website (<a href="https://jobs.polyu.edu.hk/academic">https://jobs.polyu.edu.hk/academic</a>). Consideration of applications will commence on 21 March 2025 until the position is filled. The University's Personal Information Collection Statement for recruitment can be found at <a href="https://www.polyu.edu.hk/hro/careers/pics\_for\_recruitment/">https://www.polyu.edu.hk/hro/careers/pics\_for\_recruitment/</a>.

PolyU is an equal opportunity employer, dedicated to fostering an environment that embraces diversity and demonstrates inclusion of people from all backgrounds, cultures, identities and experiences where all members of the University are treated with fairness, dignity and respect. To learn more about the University's "Statement on Equal Opportunities, Diversity, and Inclusion", please visit our website at <a href="https://www.polyu.edu.hk/hro/equal\_opportunities\_diversity\_and\_inclusion/">https://www.polyu.edu.hk/hro/equal\_opportunities\_diversity\_and\_inclusion/</a>.

www.polyu.edu.hk

T: 2565 8822 E: classified@scmp.com



# **Classified Post**

readers are confident, competent and career-oriented T: 2565 8822 E: classified@scmp.com



# **EDUCATION**

Teacher) to fulfill the following criteria:

#### Full-time Native English Teacher (NET)

Our school is looking for a full-time NET(Native English

Native English speaker

or DTS lessons

- A bachelor's degree from a Hong Kong university or equivalent
- A TEFL/ TESL qualification at least at certificate level, or an equivalent course of study recognized by the EDB Preferably a recognized teacher training qualification in
- primary education Preferably experience in teaching PLP-R/W, Space Town
- Help to facilitate a language-rich English Language learning environment
- Work collaboratively with the local teachers in running the school programmes and extra-curricular activities

Admitted applicants are required to 1) produce documentary evidence of having/not having been found guilty of criminal offence, e.g. a Certificate of No Criminal Convictions (CNCC), from the countries/cities where he/ she has resided and 2) comply with the regulations of the Education Bureau's Sexual Conviction Record Check (SCRC) Scheme.

For more details, please refer to EDB's website.

Interested parties please send your full resume on or before 24 March, 2025 to The Principal, CCC Kei Faat Primary School (Yau Tong), 25 Yau Tong Road, Yau Tong, HK or email to enquiry@kfps.edu.hk



Ying Wa College was founded in 1818. The College is one of the leading English medium schools for boys with a rich history of over 200 years. We are dedicated to transforming boys into capable, independent and caring young gentlemen. We are now inviting applications for the following positions:

#### NON-TEACHING STAFF

#### CAMPUS MANAGEMENT OFFICER

- A Degree holder in Property / Facilities Management / Engineering or related disciplines with relevant working experience
- Good in both written and spoken English and Chinese Manage or liaise with contractors / service providers
- Facilitate campus construction / renovation projects and events
- Experience in campus management and familiar with the school working environment is an advantage
- Independent & meticulous working style required

#### CAREERS COUNSELLOR

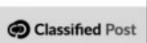
- Bachelor's degree holder
- Experience in careers counselling and life planning education preferred
- Practical knowledge of local and overseas university application processes (e.g. JUPAS, non-JUPAS, UCAS, etc) required
- Excellent communication skills in English and Chinese, both speaking and

Please send a CV and a covering letter with the expected salary to recruit@yingwa.edu.hk. The application deadline is 26th March 2025. Please state the position applied for.

# HOTELS, CATERING & TOURISM

## Be the first in town to reach

# elite career seekers



Chet, Gajal Singer, Tabala Player And Waiter/Waitress

**URGENTLY WANTED** 

Experience. PLEASE CALL - MR. Bryan or

Raj 93564618, 27165128

# SOCIAL SERVICES

Home of Loving Faithfulness Kwu Tung, Sheung Shui, NT www.holf.org.hk

#### Home Manager

- Responsibilities Oversee and monitoring daily operation of the service
- Supervise and support multi-disciplinary team members and monitor their performance.
- Plan, organize and implement social activities
- programme for service users. Develop and implement care plan and skill training, including proposal writing and oversee case
- management. To fulfil SWD requirements for home manager and
- RCHD operations. Building good relationship with external organizations.

#### Requirements

- Registered Social Worker with Bachelor degree or Registered Nurse, with at least 6 years' working experience in residential care home for people with
- Good knowledge in work scheduling for service team.
- Strong problem-solving skills with strategic thinking. Strong leadership with serving heart, team player with
- excellent interpersonal communication skills.
- Fluency in written and spoken Chinese and English. Process valid SWD Home Manager registration.

Interested parties, please send your application with full resume to the Senior Manager by email jobs@holf.org.hk

with minimum 5 years

漢基國際學校



#### Openings for August 2025

#### Secondary School

- Teaching Fellow in the English Department
- Teaching Fellow in the Individuals and Societies Department

For further information about this position and to submit your application, please visit the career section of our website www.cis.edu.hk.

#### AISHK is seeking qualified candidates for a job opportunity: SECONDARY ENGLISH

# AND DRAMA TEACHER

Join our dedicated team to play a pivotal role in shaping the futures of students and sharing the power of a unique AISHK education. We are seeking a passionate and experienced Secondary Teacher specializing in English and Drama to join our dynamic team.

- Ability to teach the NSW curriculum in years 7-10 and NSW Higher School Certificate and/or International Baccalaureate Diploma
- in years 11-12 (Required) Ability to teach senior year at the highest level (Preferred)
- Passionate about inspiring students to excel academically and creatively Committed to creating a positive learning

environment that fosters growth and development Application Deadline: 31 March 2025

Commencement Date: 28 July 2025 Contract agreement dates will be confirmed with successful applicant



website: www.aishk.edu.hk/ welcome/a-career-at-aishk The School reserves the right

for this position via the AISHK

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

#### APPLICATION DETAILS



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

www.aishk.edu.hk

#### St. Hilary's School Limited

We are looking for the following position:

- 1. Primary Teacher (All Subjects) (Sep 2025)
- 2. Native English Teacher (Sep 2025)
- 3. Assistant Teacher (Sep 2025)

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

#### Recruitment of Native-speaking English Teachers (NETs) for Primary and Secondary Schools in Hong Kong

The Education Bureau cordially invites you to apply for the NET positions in public-sector primary and secondary schools in Hong Kong.

NETs are required to teach English as a second language to Hong Kong students and assist in teacher and curriculum development in public-sector primary schools (for students aged between 6 and 12), secondary schools (for students aged between 12 and 18) and schools for students with Special Educational Needs (SEN).

#### QUALIFICATIONS FOR APPOINTMENT

Applicants should be native-speakers of English or possess native-speaker English competence and they have to fulfill the qualification requirements under the NET Scheme. For more information and download of application forms, please visit the following webpages:

#### (A) For primary school NETs: https://www.edb.gov.hk/pnet

(B) For secondary school NETs: https://www.edb.gov.hk/snet

#### TERMS AND CONDITIONS OF APPOINTMENT

- The appointment will be on a two-year contract basis, normally starting in mid-August and ending in mid-August two years later, subject to renewal after expiry.
- Remuneration package:
- Salary from HK\$35,080 HK\$67,850 per month (primary)
- Salary from HK\$35,080 HK\$81,510 per month (secondary)
- iii. End of contract gratuity for satisfactory performance and conduct
- iv. Retention incentive for satisfactory completion of continuous service in the NET Scheme from third year onwards Passage, baggage, medical allowances and a special allowance of HK\$20,989 per month are provided for eligible appointees whose normal place of residence is established as outside Hong Kong and if he/she or his/her spouse is
- not receiving any similar benefits. The salary and the terms and conditions of service to be offered are subject to the appointee's qualifications and post-

qualification teaching experience and the prevailing conditions at the time the offer of appointment is made.

#### DETAILS

Successful candidates will be placed into the EDB's central candidate pool for eligible schools' selection upon their requests. For details about the NET Scheme including the terms and conditions of appointment, please visit the following webpage: <a href="https://www.edb.gov.hk/net">https://www.edb.gov.hk/net</a>

Applicants applying for the above position for the 2025/26 school year should send in the completed standard application form with supporting documents by post, by fax or in person to the following address by 21 March 2025.

NET Administration Team Room W304, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong Fax No: (852) 2349 1398

Tel No: (852) 3698 3926 or (852) 3698 3685 Email: netrecruit@edb.gov.hk

# **ENGINEERING & TECHNOLOGY**

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Classified Post

Civil Engineering and Development Department Contract No. IS/2022/02

Jacobs China Limited's consultancy services offered include feasibility studies, investigation,

design, contract administration and site supervision of all areas of civil, highway, railway, geotechnical and building engineering. Other services include asset management and risk assessment, building surveying and structural maintenance, quality assurance, conservation and restoration, project management and forensic engineering.

We are now seeking candidates to fill the following vacancies on the Resident Site Staff team for the above Contract for carrying out Construction of a building to the West of Mui Wo Ferry Pier (the Pier) to re-provision the existing cooked food market and dry good stalls, public toilet and refuse collection point, and to provide a covered cycle parking area, a covered public car park and a podium garden; This project has commenced since May 2023 and will last for approximately 54 months. Applicants are invited for the following positions:

#### SENIOR RESIDENT ENGINEER (Ref 23830)

Candidates must be a Corporate Member of the Hong Kong Institution of Engineers or equivalent and minimum 5 years of relevant post qualification experience.

#### RESIDENT INSPECTOR OF WORKS (ELECTRICAL AND MECHANICAL) (Ref 23829)

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

(i) At least 8 years' relevant post qualification experience; or

(ii) At least 5 years' relevant experience of Resident Assistant Inspector of Works in public works project or those listed in Section 4.5.2 of the RSS Management Handbook

Conditions: Appointments will be made with Jacobs China Limited in accordance with the prevailing Government's terms and conditions. Salary will be commensurate with qualifications

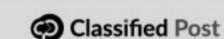
Please apply with full resume, copies of certificates & employment references, availability, present salary, email address and contact telephone number via URL: <a href="https://careers.jacobs.com/">https://careers.jacobs.com/</a> (apply associated role with ref no.), or by e-mail at careers.hk@jacobs.com, or by Fax (No. 2565-5561) (Please quote the Ref. No. on the application). Deadline for submission is 5 April 2025.

Personal data provided by applicants will be used strictly in accordance with our personal data policy and for recruitment purpose only, a copy of which will be provided upon request. Candidates who have not been contacted within 8 weeks after the deadline may assume their application unsuccessful. Resume collected will be destroyed after 12 months.

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Drainage Services Department Agreement No. CE62/2020 (DS)

Structural Improvement of Sewers and Stormwater 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 the construction of the Agreement No. CE62/2020 (DS), Structural Improvement of Sewers and Stormwater Drains. The works of the Agreement include rehabilitation of some sewers, stormwater drains and associated manholes throughout the territory of Hong Kong.

#### RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: SISS/RSSO(E)/25/2025) \*

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

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

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

#### 2. RESIDENT INSPECTOR OF WORKS (Ref: SISS/RIOW/26/2025)

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

(a) at least 8 years' relevant post-qualification experience; or

(b) at least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

#### RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: SISS/RAIOW/27/2025)

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

(a) have at least 3 years' relevant post-qualification experience; or

(b) have at least 5 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook; or

(c) have at least 3 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

#### RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: SISS/RSO(E)/28/2025)

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

#### 5. RESIDENT WORKS SUPERVISOR I (Ref: SISS/RWSI/29/2025)

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

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

(d) at least 5 years' experience as a skilled worker in appropriate discipline; and

(e) at least 3 years' relevant post-qualification experience; or

(f) at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

#### 6. RESIDENT WORKS SUPERVISOR II (Ref: SISS/RWSII/30/2025)

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

(b) successfully completed a recognised technician apprenticeship in an appropriate discipline; or (c) successfully completed a recognised 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.

#### 7. RESIDENT ASSISTANT CLERICAL OFFICER (Ref: SISS/RACO/31/2025)

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).

#### 8. RESIDENT ASSISTANT EXECUTIVE OFFICER

(Ref: SISS/RAEO/32/2025)

China or overseas if necessary.

Website: https://binnies.com/

Candidates should have (a) Degree from University 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 Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required for positions (1) – (4), (7).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for positions (5) – (6).

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

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

Positions with marked with \* need to supervise the works for Agreement No. CE47/2016 (DS), Rehabilitation of Underground Sewers and Drains – Investigation, Design and Construction. The works of the Agreement include rehabilitation and condition survey of some stormwater drains, sewers and associated manholes throughout the territory of Hong Kong.

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
Via email: careerhk.rss@binnies.com

# **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.

#### RESIDENT ENGINEER (Ref: R&R/RE/67/2024)

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

# RESIDENT SENIOR SURVEY OFFICER (QUANTITY) (Ref: R&R/RSSO(Q)/68/2025)

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

(a) at least 7 years' relevant post-qualification experience; or(b) at least 7 years' relevant experience as Resident Survey Officer (Engineering) or equivalent

in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

# RESIDENT SURVEY OFFICER (QUANTITY) (Ref: R&R/RSO(Q)/69/2025)

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

#### RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: R&R/RSO(E)/70/2025)

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

#### RESIDENT CONFINED SPACE ASSISTANT (Ref: R&R/RCSA/71/2025)

Candidates should have

(a) Hold the certificates of the following safety training courses approved by the Labour Department:

- (1) Competent Persons of Confined Spaces Operation; and
- (2) Certified Workers of Confined Spaces Operation; and
  (3) Mandatory Basic Safety Training Course or eq.; and

(b) Hold the certificate of Confined Space Safety Training Course for Certified Competent Persons Engaged in DSD's Works organized by the Construction Industry Council or obtaining the certificate of this course within 6 months from the date of his/her employment; and

(c) Hold the certificate of Confined Space Safety Training Course for Certified Workers Engaged in DSD's Works organized by the Construction industry council; and

(d) Satisfactorily completed the basic safety training requirement for supervisory staff as listed in Table 1 of Appendix 4.8 of the Management Handbook for Direct Employment of RSS by Consultants for Public Works Projects.

#### 6. RESIDENT CLERICAL ASSISTANT (Ref: R&R/RCA/72/2025)

Candidates should have (a) a completion of Secondary 4 with subjects studied including Mathematics or equivalent; and

(b) Chinese word processing speed of at least 20 word per minute and English word processing speed of at least 30 word per minute; and

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

#### 7. RESIDENT WORKS SUPERVISOR II (Ref: R&R/RWSII/73/2025)

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.

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

The possession of a level of proficiency in Chinese and English languages equivalent to Secondary 4 standard or above is required for position (6).

The possession of a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above is required for position (7).

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
via email: careerhk.rss@binnies.com
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## **GENERAL**

#### EDUCATION BUREAU

Non-Civil Service Vacancy

**Project Officer (Science)** (EDB/CSD/102/25)

Salary: \$82,330 per month

(Gratuity: 10%) (Contract Period: 1 year)

Closing Date for Application: 28 March 2025

Tel. Enquiry: 2892 6509

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.



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Non-Civil Service Vacancy

#### Farm Management Supervisor (Part-time)

Salary: \$293 per hour

Closing Date for Application: 28 March 2025

Tel. Enquiry: 2150 6685

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



#### FREELANCE INTERPRETERS FOR THE JUDICIARY

Arabic Bemba/Nyanja Hungarian Burmese Sinhala Igbo Luganda Malay Somali Swahili Thai Wolof Yoruba

Remuneration

\$347 per hour with a minimum of a two-hour payment of \$694 for each interpreting assignment. After the first two hours, payment will be computed on an hourly basis of \$347.

Closing date of application: 9.5.2025

Tel. Enquiry: 2582 2943

Please visit the Judiciary webpage at http://www.judiciary.hk (Go to Press Releases & Other Information then General Administration then Invitation for Provision of Services) for information.

## **EDUCATION BUREAU**

Non-Civil Service Vacancy

## Executive Assistant (EDB/CDI/100/25)

Salary: \$35,080 per month

(Gratuity: 10%) (Contract Period: 1 year)

Closing Date for Application: 28 March 2025

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.

# 🕶 香港房屋委員會 Hong Kong Housing Authority Term Technical Officer (Geotechnical)

Monthly Salary: \$25,115 (plus 15% contract-end gratuity)

Closing Date for Application: 28 March 2025

Tel. Enquiry: 2761 6170

Please visit <a href="http://www.housingauthority.gov.hk">http://www.housingauthority.gov.hk</a> for information concerning the post and application procedures.

Application forms [HD917 (Rev.2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority website (https://www.housingauthority.gov. hk/en/common/pdf/global-elements/forms/general-information/HD917. pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).



LEISURE AND CULTURAL SERVICES DEPARTMENT

# Technical Officer II, Cultural Services in Stage Work Type (Civil Service Vacancy)

Salary: Master Pay Scale Point 8 (HK\$23,585 per month) to Master Pay Scale Point 21 (HK\$47,010 per month)

Closing Date for Application: 20 March 2025

Tel. Enquiry: 2601 8632

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

#### EDUCATION BUREAU

Non-Civil Service Vacancy

Project Officer (EDB/CSD/089/25)

Salary: \$64,780 per month

(Gratuity: 10%) (Contract Period: 2 years)

Closing Date for Application: 20 March 2025

Tel. Enquiry: 3698 3607

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.

# 香港房屋委員會 Hong Kong Housing Authority

#### Term Architect

Monthly Salary: \$77,855 (plus 15% contract-end gratuity)

Closing Date for Application: 27 March 2025

Tel. Enquiry: 2761 6170

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

Application forms [HD917 (Rev.2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority internet web site (https://www. housingauthority.gov.hk/tc/common/pdf/global-elements/forms/generalinformation/HD917.pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

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Transport and Logistics Bureau

## **Director of Marine** (Civil Service Vacancy)

Salary: Directorate Pay Scale Point 6 (from HK\$287,990 to HK\$296,535) per month

Closing Date for Application: 27 March 2025

**Tel. Enquiry:** 3509 7205 or 3509 7207

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## **GENERAL**

#### MAN HING HONG PROPERTIES COMPANY LIMITED

Head of Accounts and Finance Department

What you will do?

Primary function:

Supervise Accounts and Finance Department Prepare Financial Reports and Analysis

Fulfil Company Secretarial Requirements under the relevant HKSAR legislation Liaison with external parties including bankers, vendors, auditors and other government officials, etc.

#### Specific responsibilities:

Finance

Financial Planning and Business Advisory;

 Budgeting and Financial Controlling; Capital Investment and asset management; Inventory control;

ERP system enhancement.

 Check General Ledger, Account Receivable and Payable Vouchers; Check payment invoices, vouchers, cheques and authorize payments;

 Check daily cash flow report and Bank Report; Check finalized account of tenants and refund of deposit;

Various auditing and supporting functions to our frontline business;

 Monitor fixed asset register, movement and physical Check on Inventory; Prepare financial Statement, Reports and Analysis

Review Delinquency Report and follow up with M/L Dept and Debt Collectors;

Review and implement accounting policy and procedure;
 Liaise with Auditors, Bankers and Lawyers.

Supervise Company Secretarial Duties in order to comply with the requirements of the Companies and HKSAR

legislation:

Organize the AGM.

Check payroll and MPF

Who are we looking for?

 Bachelor's Degree or above in Accounting / Finance and / or relevant professional qualifications; Minimum 15 years' experience in finance and accounting:

Detail-oriented, self-motivated, "can-do" attitude, working independently & well-organized;

Be proactive and communicate effectively with different stakeholders especially with business management

Strong analytical, and problem solving skills;

Extraordinary communication and presentation skill, with good command of English & Cantonese;

Your will have an advantage if you have

Experience in property investors;
 Experience with implementation ERP systems (JDE).

We offer attractive package and career prospect. Interested parties please send your detailed resume including current and expected salary to hr.recruit@mhh.com.hk or to the following address: 31/F, Man Yee Building, 68 Des Voeux Road Central, Hong Kong, addressed to the Head of Human Resources & Administration Department.



LEISURE AND CULTURAL SERVICES DEPARTMENT

# Senior Heritage Officer

(Non-Civil Service Vacancy)

Salary: HK\$74,255 per month

Closing Date for Application: 27 March 2025

Tel. Enquiry: 2601 7303

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

# 🚧 香港房屋委員會 Hong Kong Housing Authority

# Term Landscape Architect

Monthly Salary: \$71,010 (plus 15% contract-end gratuity)

Closing Date for Application: 28 March 2025

Tel. Enquiry: 2761 6170

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

Application forms [HD917 (Rev.2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong. Kong Housing Authority website (https://www.housingauthority.gov. hk/en/common/pdf/global-elements/forms/general-information/HD917. pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

# 香港房屋委員會 Hong Kong Housing Authority

#### Term Senior Estate Surveyor

Monthly Salary: \$127,700 (plus 15% contract-end gratuity)

Closing Date for Application: 28 March 2025

Tel. Enquiry: 2761 6614

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

Application forms [HD917 (Rev.2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing Authority website (https://www.housingauthority.gov. hk/tc/common/pdf/global-elements/forms/general-information/HD917. pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

#### **EDUCATION BUREAU**

Non-Civil Service Vacancy

Part-time Chief Project Manager (Educational Policy & Curriculum Leadership) (EDB/CDI/103/25)

Salary: \$753 per hour

(Contract Period: 1 year)

(Required to work 16 hours per week)

Closing Date for Application: 28 March 2025

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

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# **HEALTHCARE**



Established in 1963, Hong Kong Baptist Hospital is a Christian and nonprofit 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.

#### Manager (Quality & Safety)

- Degree holder in Nursing or Health Care Management equivalent; higher academic degree is desirable, preferably qualification in legal studies
- Registered Nurse (Nursing Council of Hong Kong) with valid practising
- Minimum 8 years of relevant working experience in hospital with solid management experience; preferably with legal experience in healthcare
- Good experience in quality management with updated knowledge of regulatory and accreditation standards; experience in ACHS or other
- hospital accreditation will be an advantage In-charge of planning, implementation, coordination and monitor hospitalwide quality improvement programmes
- Responsible for promoting quality & safety culture within the hospital, and conduct investigation and root cause analysis of incidents
- Strong communication, attention to details, problem solving and analytical
- skills to organize and team work - Proficiency in MS Office, Chinese word processing and data analysis
- Excellent command of 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, 7/F, HKBH 105 Plaza, 105 Wai Yip Street, Kwun Tong, Kowloon, by email to hr@hkbh.org.hk or by fax to 2339 4575 on or before 29 March 2025.

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

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