

Consulting Engineers • Planners • Managers

Water Supplies Department

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

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

1. RESIDENT WORKS SUPERVISOR I (Ten-Month Contract Term)
(Ref: 91475/RWSI)

Candidates should have (a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and

(b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and

(c) 3 years of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

2. RESIDENT WORKS SUPERVISOR II (Three-Month Contract Term)
(Ref: 91475/RWSII)

Candidates should have (a) an Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or Technical Institute or the equivalent; and

(b) a proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with five years' appropriate experience and service; and


(c) 1 year of appropriate experience as Works Supervisor in a Government or quasi Government project and 1 year of appropriate experience in laying water mains.

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for positions 1-2. The incumbents of positions 1-2 will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

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

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



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 nursing leader to join our Hospital.

Chief Nursing Officer

Basic Function of the Position:

This position is responsible for leading a high standard nursing team for the quality operations and delivery of nursing services to meet the organizational objectives of the Hospital.

Reporting Relationship:

As Head of the Nursing Department, the Chief Nursing Officer (CNO) reports directly to the Chief Executive Officer.

Roles & Responsibilities:

1. Responsible for the strategic planning and development of nursing services to meet organizational objectives and support clinical services.
2. Lead and oversee nursing services development, including nursing quality, research & evidence-based practices, financial & budget planning, clinical placement and professional training & development.
3. Cultivate the culture of patient-centered care and maintain a high standard of nursing care.
4. Develop leadership in nursing services and manage the nursing services in an efficient and effective manner.
5. Give strategic inputs for the Hospital's major development projects and services.
6. Serve as the Hospital's representative on all nursing matters and maintain connections with stakeholders, healthcare/nursing professional bodies and regulators.

Requirements:

1. University degree or above in Nursing, preferably with an advanced degree in healthcare, management or related disciplines.
2. Holder of a Certificate of Registration and a valid Practising Certificate issued by the Nursing Council of Hong Kong.
3. Postgraduate professional training is desirable.
4. Proven track record of 15 years of post-registration working experience with at least 10 years of hospital management experience at the senior level.
5. Strong competencies in leadership, communication, decision making and organization awareness with highest level of integrity.
6. Excellent command of written and spoken English and Chinese (Cantonese & Putonghua).

Attractive remuneration package will be offered for the right candidate. Please send the CV to the **Manager In-charge (Human Resources), Human Resources Department, Hong Kong Baptist Hospital, 8/F, HKBH 105 Plaza, 105 Wai Yip Street, Kwun Tong, Kowloon, by email to paulinemf@hkbh.org.hk on or before 20 July 2025.**

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

Be the first in town to reach elite career seekers

Financial Secretary's Office
Office for Attracting Strategic Enterprises
(Non-Civil Service Vacancy)

Chief Manager
(Advanced Manufacturing and New Energy Technology)

Salary: HK\$101,775 per month

Closing Date for Application : 3 July 2025

Tel. Enquiry : 3870 2401

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.



Applications are invited for:-
Vice-Chancellor's Office
Assistant Secretary / Administrative Officer
(Ref: 2500013R) (Closing date: July 11, 2025)

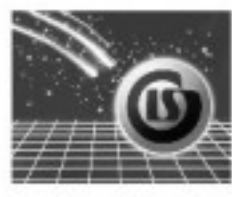
The Vice-Chancellor's Office (VCO) is looking for a motivated, detail-oriented individual with strong analytical, administrative, and communication skills to support its strategic and administrative functions. Reporting to the Director of the VCO, the appointee will play a key role in facilitating communications, documentation, and coordination related to the Vice-Chancellor's responsibilities.

The appointee will be responsible for (a) supporting the Director in ensuring smooth office administration; (b) drafting speeches, correspondences, papers and other official documents, in both Chinese and English, for the Vice-Chancellor; (c) reviewing and coordinating materials prepared by academic and non-academic units for the Vice-Chancellor's consideration and approval; (d) supporting preparations for internal and external committees, including compiling notes and developing PowerPoint presentations for meetings for the Vice-Chancellor; (e) collaborating with other relevant University units to manage media interactions and stakeholder engagements; (f) staff supervision; any (g) other duties as assigned by the Vice-Chancellor and the Director.

Applicants should have (i) a Bachelor's degree or above; (ii) at least seven years (for Administrative Officer) or twelve years (for Assistant Secretary) of post-qualification relevant experience, preferably in the public or higher education sector; (iii) experience in executive administration and/or public relations functions in a sizeable organisation; (iv) sound political acumen and a good understanding of the media landscape; (v) strong organisational skills and attention to detail; (vi) demonstrated ability to manage competing priorities in a dynamic office environment; (vii) high level of discretion and sensitivity in handling restricted and confidential information; (viii) excellent command of written and spoken English and Chinese (including Putonghua); and (ix) outstanding interpersonal skills with a strong sense of initiative and commitment to team-based collaboration.

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

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>.



INFORMATION SERVICES DEPARTMENT

Assistant Information Officer
(Photography and Video Production)
(Civil Service Vacancy)

Salary: Master Pay Scale Point 14 (HK\$33,405 per month) to Master Pay Scale Point 27 (HK\$61,865 per month)

Closing Date for Application: 3 July 2025

Tel. Enquiry: 2801 7231 or 2801 7230

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



香港房屋委員會
Hong Kong Housing Authority

Term Technical Officer
(Architectural)

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

Closing Date for Application: 11 July 2025

Tel. Enquiry: 2761 6170

Please visit <http://www.housingauthority.gov.hk> 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).



Architectural Services Department

Works Supervisor II (Building)
(Civil Service Vacancy)

Salary: Master Pay Scale Point 9 (HK\$25,115 per month) to Master Pay Scale Point 12 (HK\$29,995 per month)

Closing Date for Application: 4 July 2025

Tel. Enquiry: 2867 5670

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.

EDUCATION



Australian International School Hong Kong

Teaching Opportunities 2026

AISHK is seeking internationally minded, collaborative and clear communicators to join our vibrant learning community in Hong Kong.

Established in 1995, AISHK is a leading Reception (K2) to Year 12 co-educational day school offering a unique blend of Australian and international curricula. Our ideal candidates are experienced educators who demonstrate exceptional classroom practice and thrive in a diverse, cross-cultural environment.

Secondary Teaching Positions

- English Teacher
- Mathematics Teacher
- Psychology Teacher
- Chinese Teacher
- Careers Advisor

Primary Teaching Positions

- Primary Classroom Teachers
- Primary Learning Support Teacher (1-year contract)

Please view the **Role Statement** for this position via the AISHK website: www.aishk.edu.hk/welcome/a-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 Norfolk Rd, Kowloon Tong, Hong Kong
• +852 2304 6078



APPLICATION DETAILS

Applications Close: 28 July 2025
Commencement Date: 12 January 2026

Contract agreement dates will be confirmed with successful applicant

www.aishk.edu.hk



菲 廉 牙 科 醫 院
The Prince Philip Dental Hospital

Comptroller

(Directorate Pay Scale Point 1, \$163,925-\$179,425)

Job Requirements:

- (a) Obtained a university degree from a Hong Kong university or equivalent;
- (b) Possessed considerable experience in administration, financial and human resources management of which at least 10 years should be at a senior management level, preferably in public or non-profit making organizations (including health care organizations) in Hong Kong;
- (c) With strong leadership, good strategic planning and analytical competence, excellent interpersonal and management skills; and
- (d) Good command of spoken and written Chinese and English.

Major Duties:

- (a) Support the Director of the Prince Philip Dental Hospital (the Hospital) in a full range of duties pertaining to the operation of the Hospital including strategic planning and change management; hospital administration; resources allocation and budgeting; human resources management and patient care and complaint;
- (b) Support the Board of Governors (the Board) and the Committees and Working Groups established under the Board to achieve the Hospital's vision and mission including the training of dentists and oral healthcare professionals;
- (c) Seek collaboration with outside stakeholders for outreach activities in enhancing oral health education and patient recruitment and in brand building of the Hospital;
- (d) Collaborate with the teaching team and the management of the Faculty of Dentistry to address the operational issues encountered and identify areas of improvement for the betterment of training of dentists; and
- (e) Steer and oversee the Hospital's training programmes for the oral healthcare professionals.

Package: Five-day week, 22 days' annual leave and medical/ dental benefits. Successful candidate will be offered appointment at the entry point, DPS point 1 (\$163,925) per month with a two-year contract which is renewable, subject to satisfactory performance. An end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Hospital's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.

To Apply: Applicants should send a **cover letter** in English, with the duly completed **Application Form** (downloadable from the Hospital's website www.ppdh.org.hk) and **full résumé** indicating clearly the academic results and working experience to the **Hospital Administration (HR)**, The Prince Philip Dental Hospital, 34 Hospital Road, Sai Ying Pun, Hong Kong or via email to job01@ppdh.org.hk by **17 July 2025**. Applicants should mark clearly the post "**Comptroller**" and reference number "**PP127COMP**" on the envelope/ subject of the email and the Application Form. Shortlisted candidates will be contacted by phone or through email. Candidates should provide an accurate email address and phone number in the Application Form. To avoid missing any invitation or notification sent by email, candidates are responsible for (i) ensuring that the settings of their email accounts do not block emails from the Hospital; and (ii) checking each incoming mailbox (including the spam folder) regularly.

Enquiry: 2859 0335

(Personal data collected will be used for recruitment related purpose only)



Australian International School Hong Kong

PRIMARY OFFICE MANAGER

AISHK is seeking a dynamic professional for the role of

Reporting to the Head of Primary this pivotal role will work with the Personal Assistant to:

- Manage Primary office daily operations
- Support staff, students and parents
- Assist with coordinating relief teachers
- Assist with Primary timetabling and managing student records
- Support the Primary leadership team with event scheduling and logistics

Essential Qualities:

- Strong English communication skills
- Excellent organisation and attention to detail
- MS Office and database proficiency
- Experience of working independently in an office environment
- Ability to build relationships with diverse stakeholders

Working hours: Mon-Fri, 7:30a.m.-4:00p.m.
Applications to be sent to Ms Mina Dunstan, Head of School, through employment@aishk.edu.hk

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

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

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

Ability to reside and work in Hong Kong essential.

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



Sheng Kung Hui Kindergarten

Native English Teacher (NET) - Full Time

Key Responsibilities:

- Plan and deliver engaging English lessons, focusing on phonics.
- Foster a nurturing and inclusive classroom environment to support language development and social skills.
- Collaborate with a dedicated team to create engaging teaching materials and activities.
- Communicate with parents and caregivers to provide updates on student progress.

Requirements:

- Native English speaker.
- Bachelor's degree or higher in Early Childhood Education.
- TEFL/TESOL certification is preferred.
- Experience teaching phonics is an advantage.

How to Apply: Submit your resume, cover letter, and copies of relevant certifications to skhkgb@netnavigator.com. We look forward to welcoming you to our team!



A DSS School in Yuen Long is looking for following positions :

Teachers for the academic year of 2025-2026

Chemistry / Physical Education / Economics / BAFS


Native-speaking English Teacher (NET) / Science Teacher / Business and Economics Teacher

- University graduate
- Teaching experience of IAL is an advantage

Interested parties please send your resume to 51 Tin Wah Road, Tin Shui Wai, Yuen Long, N.T. (Man Kwan Pak Kau College) / E-mail address : recruit@mkpc.edu.hk

Data collected will be used for recruitment purposes only.

GENERAL



香港投資管理有限公司
Hong Kong Investment Corporation Limited

Clerical Assistant

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 <https://www.hkic.org.hk>.

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

Key Responsibilities:

- Provide administrative support to senior managers
- Handle secretarial tasks, including but not limited to managing calendars, organising business travels, assisting in event planning and coordinating meetings with internal and external parties
- Draft communications, screen calls/emails, and handle confidential correspondence and translation work
- Provide support for preparing meeting materials, agendas, and minutes, and follow up on action items
- Perform day-to-day operational duties such as market information collection and record keeping
- Perform other assigned duties as required

Requirements:

- Diploma or above in related disciplines
- 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
- High learning propensity
- Good team player
- Good command of written and spoken Chinese and English
- Good computer literacy
- Willing to work outside normal office hours as and when required

Closing Time for Application: **5:00 p.m., 4 July 2025**

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



LEISURE AND CULTURAL SERVICES DEPARTMENT

Part-time Usher (Non-Civil Service Vacancy)

Salary: HK\$63 per hour (Appointees are required to work irregular hours and shift duty)

Work Location: Hong Kong City Hall

Closing Date for Application: 4 July 2025

Telephone Enquiry: 2921 2825

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



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AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT


Workman II (Civil Service Vacancy)

Salary: Model Scale 1 Pay Scale Point 0 (HK\$ 15,175 per month) to Model Scale 1 Pay Scale Point 8 (HK\$ 17,880 per month)

Closing Date for Application: 4 July 2025

Tel. Enquiry: 2150 6687

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.



LI PO CHUN
UNITED WORLD COLLEGE OF HONG KONG

Li Po Chun United World College of Hong Kong

is part of the United World College movement (www.uwc.org). The College comprises 257 students from about 94 countries, the vast majority on scholarships. The College is residential. The major educational focus of the College is holistic and experiential education based on the IB Diploma with an extensive afternoon/evening activities & service programme.

The College is seeking to appoint the following position:

- IB Diploma Teacher of English (part-time)

To commence August 2025

More details are available at: www.lpcuwc.edu.hk

Personal data provided by job applicants will be used only for the purposes of recruitment at Li Po Chun United World College and will not be disclosed to any outside organisation.



Po Leung Kuk Grandmont Primary School

Contract Native Speaking English Language Teacher (Not under EDB NET Scheme)/ELTA (2025/26 School Year)

Requirements:

- Native-speaker of English or possess native-speaker English competence
- Bachelor's degree holder with relevant training in TEFL/TESOL
- Holder of HKID or a valid working permit/ visa
- Be self-motivated and enthusiastic in promoting a language-rich learning environment
- English teaching experience at local primary schools preferred
- Passed in the Basic Law and National Security Law Test (Degree Level) preferred
- Have completed SCRC with no criminal conviction

Please send the application with full resume and expected salary to the Principal, Po Leung Kuk Grandmont Primary School, 180 Po Kong Village Road, Wong Tai Sin, Kowloon or by email plkgpsrecruit@gmail.com

Information provided will be used for recruitment purpose only.



Vincio Financial Limited

Senior Accounts and HR Officer

Vincio Financial Limited is a long-established, Hong Kong-based financial-services group specializing in advisory, IPO and M&A transactions across Southeast Asia. We're looking for candidates to join our **Corporate Finance** division.

What You'll Do:

- Support advisory, IPO and M&A engagements, from due diligence to deal execution;
- Conduct industry research and analysis;
- Assist to liaise with issuers, underwriters, lawyers and regulatory bodies;
- Participate in client meetings.

Skills & Requirements

What We're Looking For:

- Bachelor's degree or higher in Finance, Accountancy or a related field;
- Good communication skills in English & Cantonese; Mandarin is an advantage;
- Proactive, detail-oriented team player with an analytical mindset;
- Have passed the SFC licensing exam is an advantage.

How to Apply:

Please email your CV, cover letter, expected salary and a recent photo to **Mr. Chung of Vincio Financial Limited** (ac@vincio.com.hk).

Visit www.vincio.com.hk to learn more about us.

SOCIAL SERVICES



Home of Loving Faithfulness
www.holf.org.hk
Sheung Shui, N.T

Senior Accounts and HR Officer

Job Highlights:

- 5-day work week, 14-day of annual leave
- Provide free lunch

Responsibilities:

- Manage a complete set of accounts independently, including AR, AP, GL, and bank reconciliations
- Handle monthly payroll calculations
- Perform daily administrative support work and accounting operations.
- Arrange payment processing, staff claims, and operating expenses
- Prepare monthly, quarterly and yearly financial management reports
- Assist in general HR duties
- Provide basic Company Secretary support to Senior Management
- Liaise with auditors and other professional parties
- Perform ad hoc duties as assigned

Requirements:

- University Degree in accounting or related discipline
- At least 2-5 years relevant experience, preferably in a non-profit organization
- Proficiency in MS Office (Word and Excel) and Chinese word processing
- Experience with MYOB is preferred
- Good command of both English and Chinese
- Mature, responsible, detail-oriented, team player and well-organized
- Ability to work with many trivial tasks at the same time
- Immediately available is highly preferred

Interested parties please send your detailed resume with current and expected salary and email to jobs@holf.org.hk.

Data collected will be used for recruitment purpose only.



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