

## 香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

**Chung Chi College**  
**Project Assistant II (Ref. 250001D1) (Closing date: August 12, 2025)**

The appointee will be affiliated with the College Development and Alumni Office, and will be responsible for (a) providing support to the planning, execution, promotion, and organisation of events, programmes, and campaigns for alumni and fundraising initiatives; (b) providing clerical support to the daily operation of the Office, such as handling general enquiries, processing donations received, preparing summary reports, liaising with internal and external parties, e.g. alumni and donors, etc.; (c) updating online and social media platform(s) of the Office; and (d) performing other duties as assigned by the supervisor(s). Irregular working hours, including weekends, evenings, or holidays will be required occasionally.

Applicants should have (i) completed secondary education, preferably with an Associate Degree or above; (ii) Grade 1/1 Level 2 or above in at least 5 subjects in HKCEE, including Chinese and English (Syllabus B); OR any combination of results in at least 5 HKDSE subjects (including Level 2 or above in Chinese and English); Level 2 or above in NSS subjects, "Attained" or above in Ap1 subjects (subject to a maximum of 2 subjects), and Grade E or above in Other Language subjects; (iii) fast and accurate word-processing skill; (iv) a good command of written and spoken English and Chinese (including Putonghua); (v) proficiency in computer applications, such as MS Office (Word, Excel, and PowerPoint) and design applications, such as Canva, Adobe Photoshop, Illustrator and InDesign; (vi) good communication and interpersonal skills, a strong sense of responsibility, and a detail-oriented mindset; and (vii) a self-motivated work attitude, the ability to work independently and efficiently under pressure, and as an effective team member. Having work experience at tertiary institutions, and experience in graphic and publicity design will be advantageous.

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

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

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

## SOCIAL WORKERS REGISTRATION BOARD

Applications are invited from suitable candidates for the post of:

### REGISTRAR

**who shall possess:**

- A bachelor degree (or above) conferred by a recognized university in Hong Kong or equivalent;
- At least 15 years post-degree working experience, with exposure in statutory organizations dealing with registration and complaints a definite advantage;
- Excellent command of both Chinese and English, as well as good computer literacy.


The main duties of the Registrar include performing all statutory duties as prescribed in the Social Workers Registration Ordinance, assisting the Board in performing its functions, recommending to the Board the formulation of policies and procedures relating to its functions, and overseeing day-to-day office administration to ensure efficient operation of the Office of the Board.

The posts are remunerated according to calibre of successful candidates and with reference to comparable executive officer ranks of the Hong Kong Government (MPS points 34-44), working on 5-day week, with 21 days annual leave plus medical benefits.

Interested party may send **on or before 18 August 2025** the applications with C.V., marked "confidential" on the envelope (or header), addressed to the Special Assistant to Chairperson & Deputy Chairperson of the Social Workers Registration Board,


- by mail: 27/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong, or
- by email: [sa@swrb.org.hk](mailto:sa@swrb.org.hk).

Only shortlisted candidates will be invited to written test and/or interview. Personal data collected will be used for recruitment purposes only.



## 香港科技大學

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY



### Internal Audit Office

#### Senior Internal Audit Manager (Job ID: 10873)

**Job Posting Details**  
The Senior Internal Audit Manager reports to the Director of Internal Audit. He/she is the second in command at HKUST's Internal Audit Office and is mainly responsible for leading the Internal Audit Managers and/or Officers in the execution of financial, compliance, operational, or efficiency audits and related internal controls to assess their adequacy and effectiveness as well as to offer enhancement opportunities whenever applicable. The appointee will occasionally work with the engaged external auditing firm on co-sourced audit.

**Key Responsibilities**

1. Plan and lead the execution of audits to effectively deliver value-added recommendations to management and audit clients that enable positive changes at HKUST;
2. Deliver quality outcomes with a concise and comprehensive audit report within the approved timeline for each audit;
3. Using suitable audit tools and methodologies to achieve overall audit effectiveness;
4. Supervise audit team members by providing them with timely and constructive coaching; and
5. Conduct ad-hoc assignments from the Director of Internal Audit whenever necessary.

**Desired Competencies and Attributes**

- a. Effective oral and written communication skills in English.
- b. Strong interpersonal skills with an open mind and positive attitude.
- c. High integrity in accordance with the Internal Auditors' professional standards;
- d. Confidence and resilience in dealing with audit difficulties to achieve a win-win outcome.
- e. Able to see a big picture from fragmented data from different sources to crystallize each audit observation without omitting essential details for clear substantiation of the identified points.
- f. Ability to concurrently lead and drive two or three audits at different working stages.
- g. Willingness to reach out and network with HKUST staff to develop the institutional knowledge and gain insight into various operations at the University;
- h. Proficient in MS Office (Word, Excel, PowerPoint), Outlook, Visio, and other auditing tools.

*Applicants should have a degree preferably in business, accounting, finance or information systems management with at least 10 years working experience in internal audit. Certified Internal Auditor and Certified Public Accountant designations or equivalent professional certifications is preferable. Experience with big-4 professional auditing firms with working experience at the UGC-funded universities is also preferable.*

*Candidates from other related fields who demonstrate strong competencies may also be considered. (Duration: 2 years, renewable)*

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

**Application Procedure**  
In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office on or before **Wednesday, 20 August 2025**. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

*(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the [Personal Information Collection Statement](https://hro.hkust.edu.hk/rcpics) (<https://hro.hkust.edu.hk/rcpics>) before submission of application.)*

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

# Classified Post

readers are confident,  
competent and career-oriented

T : 2565 8822  
E : [classified@scmp.com](mailto:classified@scmp.com)

 **Classified Post**



## YMCA of Hong Kong Christian College

港青基信書院

### Vacancies for 2025

The YMCA of Hong Kong Christian College (YHKCC) is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 60% of students and 40% of teachers are from international backgrounds.

The College is looking for applicants for the following positions:

**TEACHING POSITION (For August 2025)**

- **MATHEMATICS TEACHER**
  - Bachelor's degree in Mathematics or relevant subject area
  - PGDE or equivalent qualification
  - Experience in teaching HKDSE Mathematics Compulsory Part is essential
  - Experience in teaching HKDSE Mathematics Extended Part – Module 2 an advantage

*Applications are invited from caring, qualified and experienced teachers who are supportive of our vision, mission and Christian ethos. We are looking for good team players with a proven track record, a passion for developing their subject and a willingness to contribute promote Christian values in the school. All applicants for full-time teaching positions need to secure a pass in the Basic Law & National Security Test (BLNST) before a contract can be offered.*

Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: [recruitment@yhkcc.edu.hk](mailto:recruitment@yhkcc.edu.hk). The application deadline is **31<sup>st</sup> August, 2025**.


**NON-TEACHING POSITIONS (For August 2025)**

- **SEN ASSISTANT**
  - Bachelor's degree holder
  - Good in both spoken and written English and Chinese
  - Committed to assisting students to make positive progress in their learning
  - Able to build professional caring relationships
  - Experience in supporting students with specific learning difficulties is an advantage
  - Assist with operational, logistical and administrative tasks related to special examination arrangements
- **CAREERS & HIGHER EDUCATION ASSISTANT**
  - Proficiency in paperwork and document handling in an educational setting
  - Good organizational skills to help coordinate events, workshops and appointments
  - Ability to work well in a supportive role, assisting with operational tasks as needed
  - Respect for confidentiality and the ability to handle sensitive information with care
  - Creative design skills to assist in creating visually engaging social media material is an advantage
  - Knowledge of secondary school career guidance and higher education pathways is an advantage
- **STUDENT ACTIVITIES OFFICER**
  - Support the organization and implementation of the programme of extra-curricular activities
  - Support students participating in sporting competitions

Applications are invited from candidates who would like to make a difference in the educational sector and contribute to our mission. Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: [recruitment@yhkcc.edu.hk](mailto:recruitment@yhkcc.edu.hk). The application deadline is **31<sup>st</sup> August, 2025**.

Address : 2 Chung Yat Street, Tung Chung, Hong Kong  
Telephone : 2988 8123 Fax : 2988 2000

Email : [info@yhkcc.edu.hk](mailto:info@yhkcc.edu.hk)  
Website : [www.yhkcc.edu.hk](http://www.yhkcc.edu.hk)



## MOTT MACDONALD

Mott MacDonald Hong Kong Limited

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

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

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

Candidate who has been invited for Resident Site Staff interview after 28 January 2025 do not need to apply for the same rank.

### SENIOR RESIDENT ENGINEER(Civil) (Job Number: 9657)

**Qualifications & Experience required**

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

All of the above technical ranks should have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent.

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

For interested applicants, please apply online via our career website at <https://www.mottmac.com/en/careers/explore-our-careers/?take=12>, and search above Job Numbers on or before **22 August 2025**.

Personal data collected will be used for recruitment purpose only.

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



## DEPARTMENT OF JUSTICE

### INTERNATIONAL LAW DIVISION

(NON-CIVIL SERVICE VACANCIES)

### Post: Temporary Government Counsel (Salary: HK\$77,855 per month)

**Closing Date for Application :**  
21 August 2025 at 6:00 p.m. Hong Kong Time.

**Tel. Enquiry:** 3918 4769

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.

T : 2565 8822  
E : [classified@scmp.com](mailto:classified@scmp.com)

 **Classified Post**



EDUCATION

EDUCATION BUREAU

Assistant Education Officer (Civil Service Vacancy)

Subjects for Application:

(A) Chinese Language	(B) English Language	(C) Mathematics
(D) Physics	(E) Biology	(F) Geography
(G) Information & Communication Technology	(H) Visual Arts	

Salary : Master Pay Scale Point 15 (HK\$35,080 per month) to Master Pay Scale Point 33 (HK\$81,510 per month)

Closing Date for Application: 29 August 2025 (Friday)

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

Telephone Enquiry: 2892 5958 or 2892 5705

[Remark: Candidates may submit one application to apply for a vacancy in more than one subject currently being advertised for recruitment of Assistant Education Officer. Candidates must apply online through the Online Application System of the Education Bureau. Applications which are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted.]

EDUCATION BUREAU

Non-Civil Service Vacancy

Senior Curriculum Officer (English Language Education) (EDB/CDI/187/25)

Salary: \$101,775 per month (Gratuity: 15%) (Contract Period: 2.5 years)

Closing Date for Application: 22 August 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.

EDUCATION BUREAU

Non-Civil Service Vacancy

Curriculum Officer (Special Educational Needs) (EDB/CSD/183/25)

Salary: \$82,330 per month (Gratuity: 15%) (Contract Period: 2.5 years)

Closing Date for Application: 15 August 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.

EDUCATION BUREAU

Assistant Primary School Master/ Mistress (Civil Service Vacancy)

Subjects for Application:

(A) Chinese Language

(B) English Language

(C) Primary Science

Salary : Master Pay Scale Point 15 (HK\$35,080 per month) to Master Pay Scale Point 29 (HK\$67,850 per month)

Closing Date for Application : 29 August 2025 (Friday)

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

Telephone Enquiry : 2892 5978 or 2892 6174

[Remark: Candidates may submit one application to apply for a vacancy in more than one subject currently being advertised for recruitment of Assistant Primary School Master/Mistress. Candidates must apply online through the Online Application System of the Education Bureau. Applications which are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted.]

EDUCATION BUREAU

Non-Civil Service Vacancy

Senior Curriculum Officer (Science) (EDB/CSD/186/25)

Salary: \$101,775 per month (Gratuity: 15%) (Contract Period: 2.5 years)

Closing Date for Application: 15 August 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.

EDUCATION BUREAU

Non-Civil Service Vacancy

Curriculum Officer [School-based Curriculum Development (Primary) / Mathematics] (EDB/CSD/184/25)

Salary: \$82,330 per month (Gratuity: 15%) (Contract Period: 2.5 years)

Closing Date for Application: 15 August 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.

GENERAL

MARINE DEPARTMENT

Part-time Marine Safety Officer (Non-Civil Service Vacancy)

Salary: HK\$400 to HK\$549 per hour (depending on relevant experience)

Closing Date for Application: 22 August 2025

Tel. Enquiry: 2852 4889

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.

機電工程署  EMSD

Inspectorate Assistant (Mechanical) (Non-Civil Service Vacancy)

Salary : HK\$31,595 per month

Closing Date for Application : 15 August 2025

Tel. Enquiry : 2808 3208

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

The Treasury

Accounting Officer II (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: 22 August 2025

Tel. Enquiry: 3847 8850

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

Financial Secretary’s Office

Office for Attracting Strategic Enterprises (Non-Civil Service Vacancy)

Deputy Chief Manager (Fintech)

Salary: HK\$93,255 per month

Closing Date for Application : 14 August 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.

機電工程署  EMSD

Inspectorate Assistant (Air-conditioning) (Non-Civil Service Vacancy)

Salary : HK\$31,595 per month

Closing Date for Application : 15 August 2025

Tel. Enquiry : 3911 0220

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

機電工程署  EMSD

Inspectorate Assistant (Electrical) (Non-Civil Service Vacancy)

Salary : HK\$31,595 per month

Closing Date for Application : 15 August 2025

Tel. Enquiry : 3911 0220

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

AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Non-Civil Service Vacancy

Contract Wetland Park Technical Supervisor

Salary: \$48,780 /month

Closing Date for Application : 15 August 2025

Tel. Enquiry: 2150 6685

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

RATING AND VALUATION DEPARTMENT

Contract Senior Assistant Multimedia Designer (Non-Civil Service Vacancy)

Salary : HK\$26,087 per month

Closing Date for Application : 15 August 2025

Tel. Enquiry : 2150 8823

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.

SOCIAL SERVICES

Assistant Executive Secretary (Accounts)

Required by The Methodist Church, HK to be responsible of overall accounting, fund-raising and financing work of the Church. Applicants have to be Christians with a desire to serve the Lord and His Church, qualified CPA, be able to handle full set of accounts independently; proficient in English, Chinese, minimum 5 years of management experience, and be familiar with Hong Kong taxation matter. Remunerations commensurate with Government EOII and experience would be counted.

Please send application letters in both Chinese and English, with resume, expected salary and 2 referees to [vacancies@methodist.org.hk](mailto:vacancies@methodist.org.hk) with Assistant Executive Secretary (Accounts) as ‘Subject’ *before 31<sup>st</sup> August*. Only suitable applicants will be interviewed.

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