

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.

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 the 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 sewers, stormwater drains, and associated manholes throughout the territory of Hong Kong.

1. SENIOR RESIDENT ENGINEER (Ref: SISS/SRE/436/2025)

Candidates should be a Corporate Member of the Hong Kong Institution of Engineers in Civil Discipline or equivalent with at least 5 years' relevant post-qualification experience.

2. *#RESIDENT SENIOR INSPECTOR OF WORKS (Ref: SISS/RSIOW/437/2025)

Candidates should have:

- (a) a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical Institute or College (TI/TC) / Hong Kong Polytechnic University / Polytechnic (Poly) or equivalent in an appropriate discipline; and
- (b) at least 13 years' relevant post-qualification experience; or
- (c) at least 5 years' relevant experience as Resident Inspector of Works or equivalent in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook.

3. *#RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: SISS/RAIOW/438/2025)

Candidates should have:

- (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (b) have at least 3 years' relevant post-qualification experience; or
- (c) 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
- (d) 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.

4. ^#RESIDENT WORKS SUPERVISOR I (Ref: SISS/RWSI/439/2025)

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.

5. ^#RESIDENT WORKS SUPERVISOR II (Ref: SISS/RWSII/440/2025)

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.

6. *RESIDENT SURVEY OFFICER (ENGINEERING) (Ref: SISS/RSO(E)/442/2025)

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

7. #RESIDENT CONFINED SPACE ASSISTANT (Ref: SISS/RCSA/443/2025)
(Monthly salary starting from HKD \$18,305)

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 RSS Management Handbook.

8. #RESIDENT ASSISTANT CLERICAL OFFICER (PUBLIC RELATIONS) (Ref: SISS/RACO(PR)/444/2025)

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).

9. #RESIDENT ASSISTANT CLERICAL OFFICER (Ref: SISS/RACO/445/2025)

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).

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.

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

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


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 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
Website: <https://binnies.com/>

(Please state the reference code in the email subject and resume.)



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:

Estates Management Office
Estate Manager II (Buildings & Grounds Maintenance) (Ref. 250001Y6) (Closing date: November 25, 2025)

The appointee will be responsible for (a) managing, supervising and co-ordinating renovation, A&A works, maintenance and repair works with internal staff, contractors/consultants and users/stakeholders of the University; (b) conducting modification and feasibility studies for any projects as assigned; (c) keeping custody of warranties, as-built drawings and statutory submission records; (d) preparing tender documents, budget, memo, technical proposal, work progress, inspection and incident reports for the A&A works, renovation, maintenance and repair works; (e) leading and supervising internal staff in A&A works, renovation, maintenance and repair works; and (f) performing other duties as assigned. Working overtime, on shifts, and on Saturdays/Sundays/public holidays may be required when necessary.

Applicants should have (i) a recognised Bachelor's degree in Building Surveying or other related disciplines; (ii) a minimum of 4 years' relevant post-qualification work experience in supervising renovation, A&A works, maintenance and repair, with exposure in statutory submission and monitoring outsource contractors/consultants; (iii) sound knowledge in building ordinances and statutory submission process; (iv) a good knowledge in project management, cost control, tendering and contract administration; and (v) an excellent command of both written and spoken English and Chinese. Possession of professional qualifications, such as MHKIS/MRICS, will be an advantage. Hands-on experience in preparing manuals, schedules, tender documents and discussion papers is preferred. Shortlisted candidates will be invited to sit for a written test. 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>.


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Classified Post



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

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

1. RESIDENT SURVEY OFFICER (ENGINEERING) (FOUR-MONTH CONTRACT TERM) (Ref: 91475/RSO(E))

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

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 position 1. The incumbents of position 1 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

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-
Communications and Public Relations Office
Full-time/Fractional-time Assistant Secretary / Administrative Officer (carrying the job title of ‘Chief Content Officer’)
(Ref: 250001XU) (Closing date: November 28, 2025)

The Chinese University of Hong Kong (CUHK) is advancing a step change in its external engagement and strategic communications to further position the University as a local, national and global centre of excellence in research and education.

The appointee will play a key role in driving high-impact, strategic communications across multiple platforms to support the University’s strategic goals and brand building. He/She will lead the content strategy and implementation and act as a chief editor to manage delivery of timely, effective communications through a wide range of channels with an aim to enhance the University’s reputation among internal stakeholders, academic partners, and the public.

The appointee will (a) develop the content strategy with reference to the University’s strategic goals as well as its local, national and global positioning to enhance the University’s overall brand recognition and exposure; (b) lead content operations and all-channel distribution by overseeing content creation, production and workflows to ensure consistency and effectiveness of communications; (c) manage the University’s communications platforms (including but not limited to websites, news and releases, branding materials, electronic and printed publications) and lead the planning, curation and coordination of high-impact content that resonates with a diverse range of audiences; (d) lead the respected, valued and audience-centric teams that deliver the University’s content strategy and foster a culture that encourages collaboration and cross-function synergy; (e) ensure content is accurate and well received across various audience-specific platforms and provide analytics to develop an evidence-based culture of excellence and continuous improvement of content delivery; (f) manage, mentor and develop the content and creative teams in the Communications and Public Relations Office; and (g) perform other duties as assigned by the Associate Vice President (Communications and Public Relations).

Applicants should have (i) a good Bachelor’s degree (preferably a higher degree) in Translation, Chinese Language and Literature, English Language and Literature, Communications or Journalism; (ii) at least twelve years’ (for Assistant Secretary) or seven years’ (for Administrative Officer) post-degree experience, preferably at a senior level, in journalism or a communication/publishing-related profession; (iii) excellent organisational, presentation and communication skills and the ability to work with various stakeholders of the University (students, staff, alumni), vendors, freelancers and members of the public; (iv) an excellent command of written and spoken English and Chinese (including fluency in Putonghua); (v) familiarity with online publishing and the new media; and (vi) team spirit and seasoned people management skill. Experience in the local tertiary education sector and/or international journalism is preferred.

Appointment will initially be made on full-time/75% fractional-time contract basis for up to two years, renewable subject to mutual agreement.

Applicants should submit at least three samples of previous work on print or online publication/multimedia production (as attachments) in addition to the online application. 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. 250001MQ) 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

EDUCATION BUREAU

Non-Civil Service Vacancy

Part-time Project Officer
(Personal, Social and Humanities
Education/Chinese History)
(EDB/CDI/220/25)

Salary : \$485 per hour (Contract Period: 1 year)
(Required to work 16 hours per week)

Closing Date for Application: 28 November 2025

Tel. Enquiry: 2892 5846

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



香港基督教服務處

HONG KONG CHRISTIAN SERVICE

金人關心 卓越創新

care for all. excel in all.

Since 1962, Hong Kong Christian Service (HKCS) has been working towards a humane and just society. We provide the needy with suitable, professional and quality services genuinely. We care for the disadvantaged and the neglected. We uphold our vision of “Towards a Benevolent and Just Society, Holistic Development for All” by instilling hope, advocating justice and promoting harmony for our people and society. We are now looking for the right candidates for the posts below to join our staff team:


Accounts Office
Accounting Officer

Requirements:

- Bachelor degree in accounting or equivalent.
- At least 4 years of relevant experience in sizable organization of which 2 years supervisory level.
- Hands on experience in Oracle Financials System and NGO experience are highly preferred.
- Self-motivated, mature, able to work under pressure, persistent, good supervisory, interpersonal and communication skills.
- Normally work 5 days a week.

Please send application letter with application form, full particulars and expected salary to **Miss LUI, Finance Manager, Accounts Office, Hong Kong Christian Service, 8/F, 33 Granville Road, Tsimshatsui, Kowloon, Hong Kong** or email to acjobapply@hkcs.org by **November 21, 2025**. Application form can be downloaded from website <http://www.hkcs.org>. Applicants should consider their applications unsuccessful if not invited for interview within two months. When necessary, prospective employee will be requested to undergo the Sexual Conviction Record Check Scheme. The information provided by the applicants would be kept confidential and would only be used for the purposes relating to the recruitment of the respective vacant posts.

GENERAL



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

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 good academic results in business, economics, finance, investment management, law or related fields
- 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

Officer (Portfolio Operations)

Key Responsibilities:

- Work in the Portfolio Operations Team and report to Director (Portfolio Operations)
- Support day-to-day operational duties including cash management activities, performance monitoring, analysis, reporting and audit requests
- Coordinate the establishment of new legal entities to support the HKIC’s investment structures and provide ongoing support to maintain the HKIC’s investments for post-closing matters
- Communicate with internal and external counterparts to perform reconciliation and to resolve issues relating to investment operations
- Develop applicable internal guidelines with reference from international and market standards
- Perform other assigned duties as required

Requirements:

- University degree with good academic results
- Work experience in investment operations, private equity investment, accounting, etc. is 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
- Attention to details
- Good team player
- Ability to handle multi-tasks under pressure
- Good command of written and spoken Chinese and English
- Good computer literacy including MS Word, Excel, PowerPoint and Chinese word processing

Closing Time for Application: **5:00 p.m., 28 November 2025**

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



MARINE DEPARTMENT

Part-time Marine Manager
(Non-Civil Service Vacancy)

Salary: HK\$459 to HK\$575 per hour

Closing Date for Application: 28 November 2025

Tel. Enquiry: 2852 4995

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 (Life and Health Technology)
Salary: HK\$93,255 per month

Deputy Chief Manager (Advanced Manufacturing and New Energy Technology)
Salary: HK\$93,255 per month

Closing Date for Application: 27 November 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.

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GENERAL

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


Contract Personal Assistant

Salary: HK\$42,640 per month

Closing Date for Application: 4 December 2025

Tel. Enquiry : 3870 2401

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



The Young Men’s Christian Association and the YMCA of Hong Kong

The Young Men’s Christian Association (YMCA) is a 180-year old Christian faith-based global youth movement. The YMCA of Hong Kong is a part of this global movement and was established in 1901. The Association moved its headquarters to Salisbury Road in 1925. In 2025, the Association will celebrate the centennial grand opening of its Tsim Sha Tsui headquarters on Salisbury Road. Unity is the core of carrying out the Mission of the YMCA to “love and serve” as described in its founding scripture “*Father, may they all be one as we are one*” (John 17:21).

YMCA of Hong Kong is not a Lump Sum Grant funded organization of the Social Welfare Department. Its primary source of income is derived from its self-reliant programs and the YMCA hotel – The Salisbury. YMCA of Hong Kong has four areas of service namely Hostel Service, Member and Program Service, Community Service and Education Service. The Association is organized in four functional areas namely Hostel Service, Member & Community Service, Finance & Administration and Stakeholders Engagement. The primary school and secondary school are managed separately by their respective School Management Committee under the supervision of the Board of Directors of the Association.

Deputy General Secretary

YMCA of Hong Kong is seeking a highly motivated and committed Christian who has a strong sense of calling to serve the vision and mission of the YMCA as Deputy General Secretary (DGS). The candidate will rotate through various divisions of the Association under the direct supervision of the General Secretary/Chief Executive Officer (GS/CEO) while working closely and collaborating with other direct reports of the GS/CEO.

The DGS is a servant leader with a serving heart, a global mindset and a strong sense of purpose. He/ she will acquire understanding of the Association by providing leadership in initially managing the self-reliant programs, followed by youth, Christian outreach and other programs funded from the surplus of the Association. After the initial rotations, the DGS will then provide leadership in Stakeholders Engagement and Human Resources. Last but not least, the DGS will have a passion to create or co-create socially impactful and profitable self-finance businesses with the General Manager of The Salisbury. The DGS will participate in regional and global YMCA events shadowing the GS/CEO and will be assigned special projects by the GS/ CEO in addition to carrying out the responsibilities of the different rotations.

YMCA Senior Leader Core Competencies

Mission and Community Oriented:
A committed servant leader with clear vision. Advocates and institutionalizes inclusion and diversity throughout the Association. Ensures community engagement and satisfaction; promotes the global importance of the YMCA movement.

People Oriented:
Drives unity. Nurtures, empowers and mobilizes people to achieve the Mission and mission of the Association. Builds teams, partnerships and collaborations. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system in place and executed.

Results Oriented:
Navigates in uncertainties with courage and conviction. Creates and drives impact metrics. Possesses penetrating insight, strong strategic and critical thinking skills. Engages and aligns the Association strategically and optimizes execution of plans. Develops and implements stewardship strategies.

Personal Development Oriented:
Models transformational Christian leadership. Builds confidence. Creates a learning organization. Drives necessary change; leads organizational effectiveness.

Personal Attributes:
Personal integrity and humility, commitment to M/mission and values of YMCA and strong leadership skills and abilities; deep appreciation of YMCA work in its multi-faceted and diverse scope; local understanding with global perspective; comfortable with systematic and analytical approach to planning and a good record of sound judgment and execution of plans. Strong relational skills; grateful, truthful, honest, trustworthy and thrive in a team environment.

Personal Competencies:
Intellectual: Demonstrates ability to acquire understanding and absorb new information rapidly.
Personal: Purpose driven person of integrity and humility, resourceful, good at planning, independent, deal with stress well and adaptable.
Interpersonal: Good listening skill, customer focus, team player, puts people at ease, assertive and good communicator.
Management: Manages performance, team builder, goal setting, and a good coach who equips, guides and empowers.
Leadership: Lead by example, inspiring, manages conflict, projects vision and manages changes.
Motivational: Energetic, with passion, assertive, values balance in life and exhibits resilience and tenacity.

Qualifications
• Degree holder or above in any related disciplines (e.g. social service management, hotel / hostel management, program development, social enterprise management, sales and marketing, branding, business administration, etc.) or equivalent practical experience;
• Proven experience (15 years or above) in new business / social enterprise / social service launching, business / program planning and management, financial planning, management, customer relationship management, or related roles;
• Passionate about social/business impact and committed to the organisation’s faith, mission and values;
• Excellent communication, negotiation, and interpersonal skills, with the ability to build rapport and influence key stakeholders;
• Experience in public organisations, social purpose organisations or NGOs may have an advantage;
• Proficiency in both written and spoken English and Chinese.

Applications
Interested parties should submit an application letter and a resume to the **DGS Search Committee**, YMCA of Hong Kong, 41 Salisbury Road, Tsim Sha Tsui, Kowloon, or email to dgs.search@ymcahk.org.hk on or before **December 12, 2025** (post chopped date). Applications should be marked “Confidential – DGS”. All data collected will be used for recruitment purposes only and unsuccessful applications will be destroyed after six months. Applicants who have not been contacted may consider their applications unsuccessful.

The YMCA of Hong Kong support equal employment opportunities.

SOCIAL SERVICES



Hong Kong Juvenile Care Centre

Superintendent

Established in 1948, Hong Kong Juvenile Care Centre provides residential training and educational services to boys who have behavioral and adjustment needs.

We are now looking for a high-caliber individual to be the Superintendent. Reporting directly to the Executive Committee, the chief executive will direct, manage and monitor the overall operation of the Centre’s hostel services.

Responsibilities

- Provides the Executive Committee with comprehensive reports and updates.
- Develops and implements strategic plans that align with the mission of the Centre;
- Formulates and implements policies and procedures that are in line with Social Welfare Department’s guidelines and best practices;
- Oversees the overall administration and operation of the Hostel;
- Monitors overall budget and minimize financial risk;
- Ensures compliance with all legal and regulatory requirements;
- Strengthens governance and enhances efficiency under the Social Welfare Department’s guidelines;
- Ensures excellence and continuous growth in service provision through effective human resources and finance management;
- Builds and manages relationships and networks with diverse stakeholders, including the Social Welfare Department, Education Bureau, and Community Liaison; and
- Fosters close collaboration with the Centre’s education services is also required.

Requirements

- Registered Social Worker under the Social Workers Registration Ordinance (Cap. 505) with a recognized Bachelor’s degree in social work;
- With at least 7 years of relevant post-qualification experience in residential, family service and social administration;
- Strong understanding of HKSAR government’s social welfare structure and subvention system; knowledge of education-related ordinances and regulations is an advantage;
- Effective skills in leadership, strategic planning, and resource development;
- Able to provide strong and inspirational leadership in a multi-stakeholder environment;
- Able to identify and seek new opportunities and resources for the Centre’s development and service enhancement. Experience in fundraising will be an asset; and
- Excellent interpersonal and communication skills in written and spoken English and Chinese.

The remuneration will be commensurate with qualifications and experience equivalent to SWO. Interested candidates please apply by sending full resume and expected salary to **The Chairman, Hong Kong Juvenile Care Centre**, 38 Nam Long Shan Road, Wong Chuk Hang, Hong Kong by mail or email (chairman@hkjcc.org.hk) on or before **25 November 2025**. For more details about the Centre, please visit our website <http://www.hkjcc.org.hk>

Only those who are shortlisted will be contacted.

(All personal data collected from applicants will be kept confidential and used for employment-related purposes only.)

CIVIL SERVICE BUREAU

OFFICIAL LANGUAGES DIVISION

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: 20 November 2025 (Thursday)

Tel. Enquiry: 2867 4793

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.



LEGAL AID DEPARTMENT

Legal Aid Counsel
(Civil Service Vacancy)

Salary : Master Pay Scale Point 32 (HK\$77,855 per month) to Master Pay Scale Point 44 (HK\$119,650 per month)

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

Tel. Enquiry : 2867 3033

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

Chef (Full-time – 40hrs/week)

A senior-level professional seeks a skilled chef for events, receptions, and daily meal preparation. The chef will plan and prepare menus for breakfasts, luncheons, dinners, and receptions, offering international and local cuisine, including hors d’oeuvres, main courses, and desserts. The role requires creativity, effective budget management, and flexibility to work evenings, weekends, and holidays. Familiarity with wine and spirits is helpful but not essential.

Responsibilities:

- Develop menus for events and daily meals, accommodating dietary restrictions and budgets.
- Shop for ingredients and kitchen tools.
- Prepare meals in compliance with food safety regulations.
- Clean and sanitize work areas before and after cooking.
- Package and label meals appropriately.

Requirements:

- High school diploma and professional culinary training.
- Proven culinary experience.
- Knowledge of international/local cuisines, food safety, and nutrition.
- Strong organizational, communication, and customer service skills.
- Professionalism, discretion, and attention to detail.

Benefits:

- Health insurance, life insurance, retirement contributions.

Salary: \$30,000–\$35,000 HKD/month.

Location: The Peak

Contact: orestaffhk@gmail.com

Hong Kong Police Credit Union

Deputy Chief Executive

Hong Kong Police Credit Union (“HKPCU”) operates under the guidance of Credit Unions Ordinance, Chapter 119, Laws of Hong Kong. We are seeking a visionary and experienced leader to join our senior management team as **Deputy Chief Executive (DCE)**.

Key Responsibilities

- Assist the Chief Executive in strategic planning, governance, overall administration of HKPCU;
- Oversee and assist in financial management, budgeting & compliance and provide recommendations on financial policy and risk control;
- Coordinate cross-departmental projects, member-service quality monitoring, and performance evaluation;
- Develop and maintain relationships with government departments, and all stakeholders, etc.;
- Deputize for the Chief Executive when required and support Board communications.

Requirements

- Bachelor’s degree or above; preference will be given to candidates with relevant academic backgrounds in Business Administration, Finance, Law, or Public Administration;
- At least ten (10) years of administrative or project management experience, including a minimum of five (5) years in senior management positions within sizable organizations or corporations;
- Demonstrated experience in strategic planning and management, administrative leadership, financial governance, accounting control, and/or legal & regulatory compliance, will be an advantage;
- Familiarity with government and police operations; experience with credit unions or cooperative societies would be an advantage;
- Strong alignment with the HKPCU’s mission and values;
- Meticulous, responsible, with strong leadership, management, and communication skills;
- Excellent command of written and spoken English and Chinese;
- Capable of crisis management and collaborative leadership.

Remuneration and Benefits

- Competitive salary commensurate with qualifications and experience;
- Medical insurance, five-day work week, and attractive MPF and annual-leave package;
- Performance-based bonus scheme may be applied.

Applicants are invited to quote the reference (DCE) and submit their applications by email to jobapply@hkpcu.org. The application should include a cover letter, a detailed curriculum vitae, and an indication of the expected salary. The closing date for application is **18 November 2025**.

All personal data collected will be used solely for recruitment-related purposes.

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