

Drainage Services Department

Contract No. DC/2019/07

Outlying Islands Sewerage Stage 2 – Upgrading of Cheung Chau Sewage Treatment and Disposal Facilities

AtkinsRéalis Asia Limited invites applications for the following Resident Site Staff positions under Contract No. DC/2019/07 Outlying Islands Sewerage Stage 2 – Upgrading of Cheung Chau Sewage Treatment and Disposal Facilities. The works comprise upgrading of Cheung Chau Sewage Treatment Works to increase its treatment capacity to 9,800m3/day and to upgrade its treatment standard to secondary level, and upgrading of the existing Pak She Sewage Pumping Station to increase its capacity from 29,000m3/day to 42,000m3/day and its associated facilities. The works commenced in 4th quarter of 2020 for completion by 2026. We are now inviting applications for the following positions:

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

Candidates should have:

- Certificate from Construction Industry Council in Hong Kong / Hong Kong Institute of Construction / Hong Kong Institute of Vocational Education / Technical Institute / Technical College / Polytechnic University or equivalent in an appropriate discipline; or
- Successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- Successfully completed a recognised craft apprenticeship with 2 years' experience as a skilled worker in an appropriate discipline; or
- Minimum 5 years' experience as a skilled worker in an appropriate discipline; and
- Qualification of a Competent Person (CP) as per s.2 and s.4(2) of Chapter 59AE – Factories and Industrial Undertakings (Confined Spaces) Regulation, or a Designated Competent Person (DCP) who is a CP and completed the 1-day "Confined Space Safety Training Course for Competent Persons Engaged in DSD's Works" run by the Construction Industry Council and obtained a certificate is preferable.

A level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above shall be attained.

Resident Assistant Clerical Officer (Ref No.: CCSTW_RACO)

Candidates should have:

- Level 2 or equivalent^(HKM1) or above in five subjects in HKDSEE or equivalent; or
- Level 2^(HKM1) / Grade E or above in five subjects in HKCEE or equivalent; and
- Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and
- Knowledge in application of common business software (e.g. Microsoft Word and Excel).

Note 1 : "Attained" in Applied Learning subjects (subject to a maximum two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE. Subjects include Chinese Language and English Language.


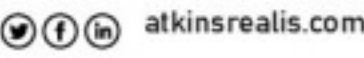
Note 2 : Attained Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

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

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

Interested candidates please email to recruit.rss@atkinsrealis.com (with relevant reference number) for on-line application on or before **19 December 2025**.

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





Director, Media Technology and Publishing Center (MTPC)

About MTPC at HKUST

The Media Technology and Publishing Center (MTPC) at The Hong Kong University of Science and Technology (HKUST) is an innovative hub for design, digital media, print, and e-publishing. It also serves as a platform for creative media support and resources, offering workshops, training programs, and technical theater arts support for events at the HKUST Shaw Auditorium. More information about MTPC is available at: <https://mtpc.hkust.edu.hk>.

The Role

Reporting to the Associate Provost, Teaching & Learning, the Director of MTPC will provide leadership for the Media Technology and Publishing Center, advancing HKUST's creative and media technologies to support the University's publicity and publishing strategies, teaching and learning innovation, research, and enrich art and culture development on campus. This is a unique opportunity to contribute to the University's technology-enabled education, research, social, and global engagement.

Key Responsibilities

- Provide strategic leadership and direction for MTPC's services and initiatives.
- Oversee all MTPC functions, including print and web design, digital media production, ed-tech services, printing and e-publishing, as well as campus-wide infrastructure such as remote lecture recording, digital signage, and theatrical production systems.
- Foster innovation in emerging technologies such as AI, AR/VR, and the metaverse to enhance teaching, learning, and outreach.
- Manage budgeting, resource allocation, procurement, contract negotiations and vendor partnerships to ensure operational excellence and cost-effectiveness.
- Lead and mentor a multidisciplinary team, fostering a culture of collaboration, innovation and continuous service enhancement.
- Develop and implement policies and best practices for HKUST's visual identity, digital media content creation, sharing and publicity.
- Represent MTPC in cross-functional collaboration and external outreach to advance HKUST's reputation as a leader in media technologies for education innovation.

The Candidate

- A recognized degree, preferably with postgraduate qualifications in media technology, ICT, or related fields.
- Around 15 years of relevant experience, including at least 8 years in senior leadership roles.
- Proven track record in strategic planning, digital transformation, and large-scale project delivery.
- Strong knowledge of digital media, AV/ICT systems, e-learning platforms, and emerging technologies.
- Exceptional leadership, stakeholder engagement, and communication skills.
- Proficiency in English and Chinese (Cantonese required; Putonghua preferred).

Appointment to the position will be on three-year fixed term contract basis, renewable on mutual agreement. Competitive remuneration and generous fringe benefits, including housing where appropriate, will be provided. 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. Review of applications will continue until the position is filled. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

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

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

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.

General Manager, Legal Legal and Board Secretarial Division (Ref: R6429)

The General Manager, Legal ("GML") shall assist the General Counsel ("GC") in managing the commercial functions of the organisation and lead a team of legal professionals. The role of the GML includes directing, leading and managing legal advisory services for the Commercial functions in WKCD; drafting, reviewing and/or negotiating contracts on behalf of WKCD; providing legal advice on all legal issues and claims that may arise in the context of commercial work such as general commercial work, e-commerce, intellectual property matters, loan/facilities agreements, debt issuance programme, new commercialisation opportunities under special purpose vehicles, general procurement work, employment-related matters, personal data privacy matters and direct marketing/promotional activities of WKCD and its subsidiaries etc; ensuring legal compliance and corporate governance of this area of work align with all statutory requirements; instructing external law firms on WKCD's legal panel to provide legal advice on specific legal issues arising therefrom; and monitoring the performance of external legal advisers.

Summary of This Role:

- Assisting the GC in defining and updating legal services policies and processes, and ensuring that WKCD operates in full compliance with all statutory procedures and adopts good corporate governance throughout all stages of the WKCD project;
- Providing legal advice on all legal issues and claims for the Commercial functions on a timely basis;
- Drafting, advising, reviewing, negotiating and enforcing contracts and other legal documents on behalf of WKCD;
- Supervising staff within the Commercial section of the Legal Department (including direct reporting on the performance of Legal Advisors /Assistant Legal Advisors, legal executives) to ensure that legal services are provided in the most efficient and cost-effective manner;

For interested parties, please send your application letter on or before 5 December 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
Rm 602, The Chinese Bank Building
61-65 Des Voeux Road Central, Hong Kong
or apply via WKCD-GM-Legal@odgers.com

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

- Assisting GC to select and instruct external law firms on WKCD's legal panel to provide legal advice on specific projects or legal issues arising therefrom, and overseeing the function and performance of external legal advisers on its legal panel on a regular basis;
- Managing and monitoring the legal expenses budget for external legal advisers (with close liaison and consultation with GC) in a careful and prudent manner;
- Dealing with correspondence, collate information and ensure decisions made are communicated to relevant stakeholders; and
- Acting on behalf of the GC in her absence.

The ideal candidate should have:


- a law degree in a recognised common law jurisdiction;
- duly admitted and permitted to practice in Hong Kong;
- around 10 to 15 years PQE (either as a solicitor or a barrister practising in Hong Kong or in a recognised common law jurisdiction);
- management experience in general commercial work, in particular, in an in-house context is preferred;
- in-house legal drafting skills of general commercial documents and adding value in a management perspective are added advantage;
- reliable with high integrity with strong sense of responsibility and commercial sense; and
- good oral and written communication skills, a very high degree of fluency in oral and written English and Chinese is essential.

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





香港考試及評核局 Hong Kong Examinations and Assessment Authority

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to design, develop and administer the Hong Kong Diploma of Secondary Education Examination (HKDSE). It has also been conducting the Territory-Wide System Assessment (TSA) on behalf of the Education Bureau in Hong Kong since 2004, monitoring students' progress in Chinese Language, English Language and Mathematics at the end of key Stages 1-3 and providing assessment data to schools to facilitate teaching and learning. In addition, it administers assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international and local testing and professional bodies.

Head of Education Assessment Services

(Ref: EA/11/282)

Duties: You will lead the division in fulfilling the TSA project targets and deliverables through the development of business plans and schedules, management of manpower resources, design and implementation of TSA as well as overseeing operations, communication program with stakeholders on TSA and coordination with various committees. You will also spearhead the digital transformation of TSA operations from strategy to execution, by developing and implementing a robust change management plan that ensures seamless adoption of new platforms, mitigates resistance through clear communication and training, and fosters a culture of technological innovation and continuous improvement across the division. Managing application systems by monitoring IT subcontractors in delivering results for system enhancements based on requirements and specifications and providing training and support to schools in the use of systems and data is part of the role.

Requirements:

- A recognized Master's degree in education or other related discipline. A doctorate in education or related discipline would be preferable;
- Substantial experience in the development and administration of large-scale examinations or large-scale projects in the education sector, at least 8 years of which should be at senior managerial level;
- Excellent and dynamic leadership, interpersonal and negotiation skill;
- Ability and commitment in driving change; and
- Excellent communication skills in Chinese and English (proficiency in Putonghua will be an advantage).

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 15 December 2025

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Head of Human Resources and Administration, by quoting the position applied and reference number via email at hra-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 12 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).

EDUCATION



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 commendable results in the QS World University Rankings by Subject 2025 – it is ranked in the global top 30 for seven subjects, is first in Hong Kong for three subjects, and is in the global top 100 for 26 subjects.

DEPARTMENT OF BUILDING AND REAL ESTATE

1) Professor in Architectural Engineering / Building Engineering (Ref. 251117016)

2) Professor / Associate Professor / Assistant Professor in Technology / Sustainability / Architecture (Ref. 251117017)

The appointees will be required to conduct research in related areas and contribute to the development of the Department's strategic research area of (i) sustainable building development / energy-efficient building environment and materials / construction engineering / construction robotics and human robot collaboration / construction digitalisation **for post (1)**; and (ii) technology / sustainability / architecture **for post (2)**. For the above posts, the appointees will also be required to (a) initiate, lead and participate in scholarly research in his/her area of expertise and be active in research leading to quality journal publications and in bidding for external research grants and projects; (b) be responsible for developing externally-funded research programme by supervising / coaching students at bachelor / master / PhD / doctoral degree level; (c) contribute to the success of the Department by initiating new internal and external collaborations and proactive participation; (d) undertake teaching duties in the relevant subject areas at undergraduate and postgraduate levels; (e) participate in programme / curriculum planning, development and administration of undergraduate and postgraduate programmes; (f) mentor and nurture the next generation of scholars and researchers; and (g) undertake relevant administrative duties.

For post (1), the applicants should have a PhD in Architecture, Architectural Engineering, Building Science, Civil and Environmental Engineering, Construction Engineering or a closely related field, with a focus on sustainable buildings, construction robotics, digitalisation or related areas. **For post (2)**, the applicants should have a PhD degree in Architecture, Civil and Environmental Engineering, Construction Engineering, Construction Management, Construction Technology or a closely related field, with a focus on sustainable construction or related areas. For the above posts, the applicants should also (a) have a strong commitment to excellence in teaching and academic advising; (b) have a proven record in research and scholarship achievement; (c) possess effective classroom teaching skills and good interpersonal skills; (d) have experience in acquiring external research funding, including national, international funding bodies and industries; and (e) have excellent communication, organisation, leadership and strong cooperation skills, and the ability to work in an interdisciplinary team.

Applicants are expected to possess distinguished academic credentials with internationally prominent research and teaching track record. Applicants with less experience will be considered for appointment at the level of Associate Professor or Assistant Professor **for post (1)**.

3) Assistant Professor in Economics / Technology (Ref. 251117018)

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 economics / 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.

4) Teaching Fellow in Construction and Real Estate Technology (Ref. 251118015)

The appointee will be required to (a) conduct lectures, tutorials and supervise students at undergraduate and/or postgraduate levels at the scheduled time. Some evening teaching is expected; (b) prepare teaching materials including hand-outs, presentations, coursework assignments, examination papers, etc.; (c) meet with students during office or assigned hours on academic matters, career issues and other appropriate matters; (d) assess students' study progress by periodic evaluations through coursework assignments, tests and examinations according to established grading scheme / policy; (e) propose / plan new programmes, design / review subject / programme curriculum, and design / facilitate learning activities; (f) contribute to subject / programme validation and coordinate programme quality assurance processes; (g) help promote teaching quality by leading / organising teaching development projects, and/or chairing / serving on teaching-related committees / panels, and by means of workshops / forums and by coaching / mentoring other junior teaching staff to become better teachers; (h) engage actively in scholarly activities; (i) perform administrative duties as and when called upon by the Head of Unit; and (j) render professional service to the community and support activities that promote or foster links with the profession in the industry and/or in the community, e.g. serving on committees of external bodies of the profession, etc.

Applicants should have (a) a relevant master's degree in Construction or a closely related field, plus not less than five years of post-qualification tertiary teaching experience and/or relevant professional, practical or industrial experience; preferably with relevant professional qualification; (b) documented professional achievements in teaching and demonstrated high level of competence in design and delivery of teaching, curriculum and pedagogy development, subject administration and programme management; (c) some experience in academic management and leadership; (d) a good command of both written and spoken English and Chinese; and (e) good teamwork, communication and interpersonal skills.

Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment for Assistant Professor / Teaching Fellow 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 / Professor levels. 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 (<https://jobs.polyu.edu.hk/academic>). **Consideration of applications will commence on 1 December 2025 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/.

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 https://www.polyu.edu.hk/hro/equal_opportunities_diversity_and_inclusion/.

www.polyu.edu.hk



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

**Office of University General Education
Director**

(Ref: 25000222) (Closing date: December 27, 2025)

Founded in 1963, The Chinese University of Hong Kong (<http://www.cuhk.edu.hk>) is a forward-looking and intellectually vigorous university with the mission to be a first-class comprehensive research university, regionally and internationally. The University is fully committed to excellence in teaching, research, knowledge transfer and community service in a comprehensive range of disciplines, thereby serving the needs and enhancing the well-being of the citizens of Hong Kong, China as a whole, and the wider world community. The University values greatly its College system and the culture preserved and promoted by the University and its Constituent Colleges. Bilingualism is adopted in teaching, research and administration. Diversity and inclusion are core values of the University.

We are seeking a visionary Director of the Office of University General Education to lead the development, implementation, and assessment of our General Education (GE) programme. The GE programme is essential to our mission, aimed at providing a balanced undergraduate education that nurtures students to become informed and responsible individuals prepared to tackle the challenges of an ever-changing world.

Key responsibilities include (a) Leadership & Vision: provide strategic leadership for the ongoing development and enhancement of the GE programme, ensuring alignment with the University's vision and mission; (b) Collaboration: work closely with Colleges, Faculties, and Departments to facilitate the delivery of high-quality GE courses and programmes; (c) Supervision & Mentorship: oversee and mentor a team of lecturing staff to ensure the delivery of quality education and engage in teaching as appropriate; (d) Assessment & Improvement: establish assessment processes to evaluate student learning outcomes and enhance curriculum development and course design; and (e) Innovative Practices: stay abreast of trends and current issues in undergraduate general education, including the use of generative AI and related technologies.

Applicants should have (i) a doctoral degree with a strong academic track record; (ii) at least five years of substantial experience in planning and managing university-level academic programmes, curriculum development, and related learning initiatives; (iii) proven ability to collaborate effectively across various Colleges, Faculties, and Departments; (iv) strong interpersonal and communication skills coupled with excellent organizational abilities; and (v) familiarity with trends and current issues in undergraduate general education, including the use of generative AI and related technologies.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. The University reserves the right to fill the post by invitation/nomination.

Interested candidates are requested to upload a full CV with a cover letter together with names and email addresses of at least three professional referees to whom consent has been given for their providing references.

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:-

**Office of Co-operative Education Programme
Functional Manager**

(Ref: 25000201) (Closing date: December 12, 2025)

CUHK's Co-operative Education Programme (Co-op@CUHK) is an innovative education programme designed to strengthen undergraduate students' commercial acumen and essential skill sets by combining classroom-based education with practical work experience.

The Office of Co-operative Education Programme is looking for a dynamic and strategic candidate to support the Programme Director in this university-wide experiential learning initiative. The appointee is expected to:

- Work closely with the Director to implement the Programme's strategies and key objectives;
- Oversee curriculum development, student recruitment and admission, career services, and student affairs to ensure a seamless Co-op journey for students;
- Formulate marketing strategies to enhance the programme's visibility and reputation among various stakeholders;
- Serve as secretariat for programme committees and advisory boards to facilitate internal and external communication;
- Manage the office's budget and ensure strategic allocation of resources;
- Demonstrate a proven ability in resource development, including crafting funding proposals to secure donations to support programme initiatives; and
- Undertake other duties as assigned by the Director. Working at flexible hours is required.

The ideal candidate(s) should have the following qualifications, skills and attributes:

- A good Bachelor's degree, preferably a higher degree;
- At least seven years' post-qualification work experience, preferably in higher education institutions;
- Excellent command of both written and spoken English and Chinese (including Putonghua);
- Strong communication, management and negotiation skills, and competency in building rapport with different stakeholders; and
- Ability to work under pressure, manage competing priorities, and meet tight schedules.

Solid knowledge of programme management or curriculum development will be an advantage.

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

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:

**Estates Management Office
Estate Manager II (Buildings & Grounds Maintenance)** (Ref. 250001ZV) (Closing date: December 9, 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>.

Classified Post

readers are confident,
competent and career-oriented

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EDUCATION

GENERAL

EDUCATION BUREAU
Civil Service Vacancies

1. Specialist (Education Services) I
(Educational Psychology)

Salary : Master Pay Scale Point 34 (HK\$ 82,330 per month) to
Master Pay Scale Point 44 (HK\$ 119,650 per month)

2. Specialist (Education Services) II
(Speech Therapy)

Salary : Master Pay Scale Point 23 (HK\$ 51,545 per month) to
Master Pay Scale Point 33 (HK\$ 81,510 per month)

Application Closing Date for Above Posts:
19 December 2025 (Friday)

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

Telephone Enquiry : 2892 6177 or 2892 5705

[Remark: Candidates are only required to submit one
application form to apply for more than one civil service
post in EDB currently being advertised for recruitment.
Candidate should indicate the post(s) they would like to
apply for on the application form.]

EDUCATION BUREAU
Non-Civil Service Vacancy

Project Manager
(Life-wide Learning and Mainland Exchange)
(EDB/QAD/222/25)

Salary : 31,685 per month (Gratuity: 10%)
(Contract Period: 1 year)

Closing Date for Application: 5 December 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

Part-time Senior Project Coordinator
(School Leadership and Professional
Development) (EDB/PDT/223/25)

Salary : \$599 per hour (Contract Period: 1 year)
(Required to work 67 hours per month)

Closing Date for Application: 11 December 2025

Tel. Enquiry: 3509 7562

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

Geotechnical Engineering Graduate
(Temporary Training Vacancy)

Training Honorarium: \$24,800 per month

Closing Date for Application: 26 December 2025

Tel. Enquiry: 2761 7627

Please visit the Housing Authority website at
<http://www.housingauthority.gov.hk> for information
about the post.

E&K Academia is a leading education group dedicated to revolutionizing
international education through strategic investments and establishment of top - tier
international schools. Our commitment is to create educational institutions that foster global
citizenship, academic excellence, and personal growth. We are setting up a founding team
and would invite your applications if you share the same belief and passion.

We are currently recruiting for the following positions:

- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Chief Marketing & Admissions Officer (CMAO)
- Director of Marketing & Communications
- Finance Manager
- Executive Assistant

Please visit our website (<https://ekacademia.com>) for more details and submit your CV to
recruitment@ekacademia.com

Experienced Dance Instructor
Specialist in Ballroom or Latin
dance with a minimum of
3-5 years of competition
experience and qualifications.
Please send full resume with
salary expectation to Heavenly
Dance Limited by email
info@heavenly.dance.
Personal data collected will be used for
recruitment purpose only.

HEEP YUNN SCHOOL PRIVATE KINDERGARTEN
FULL-TIME / PART-TIME
ACCOUNTANT

**Descriptions
Responsibilities:**

- Handle full set of accounts, perform daily accounting
operations.
- Prepare payments.
- Update inventory, Accounts Receivable & Payable.
- Prepare month-end closing, monthly financial reports, all
necessary reconciliations & analyses.
- Prepare year-end reports, year-end audit ,necessary
financial reports & analysis.
- Perform other ad hoc tasks as assigned by supervisors.

Requirements:

- Higher Diploma or above in Finance / Accounting
discipline and with recognized accounting professional
qualifications.
- Proficient in using Excel, experience in using MYOB is an
advantage.
- Able to handle multiple tasks and be well-organized.
- Self-motivated, detail-minded & independent.
- Good command of Chinese and English.
- Immediate available would be an advantage.

Salary will be determined according to qualifications and
experience.

Enquiries

Interested parties please send your resume, current and
expected salary to application@hykg.edu.hk.
Personal data will be treated in strict confidence and used for
recruitment purpose only.

Well Achieve Corporation Ltd.
Leasing Officer

We are seeking a proactive Leasing Officer to promote and
manage our serviced apartments located on Hong Kong
Island area.

- * two years in sales & marketing/hotel/serviced apartments
experience
- * strong organizational and time management abilities
- * possess problem solving skill
- * good command of written and spoken English and Chinese

Interested parties, please send CV and expected salary
amount to admin@studiosudio.com.hk.

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high-flyers?

Here's the perfect platform for you

T : 2565 8822 E : classified@scmp.com

 Classified Post

 東華三院
Tung Wah Group of Hospitals



Head of Corporate Communications Division
[REF: HHRD/HCCD/CCD/SCMP]


The Tung Wah Group of Hospitals is the largest charitable
organization in Hong Kong with over 390 service centres spreading
over the territory providing medical and health, education and
community services to the public.

The Group invites qualified candidates to apply for the post of
Head of Corporate Communications Division. Reporting to the
Chief Executive, the major roles and responsibilities of the post include:
provide professional advice on the corporate communication directions
of Tung Wah, develop and execute strategic communication plan,
administer the Group's communication portfolio, safeguard the reputation
of Tung Wah by managing public communications, oversee all corporate
communications materials; and lead the Corporate Communications
team in the planning and execution of public relations, networking
campaign and publicity events.

For details of the qualifications and job requirements,
please visit our website at
<https://www.tungwah.org.hk/about/join-tw/vacancies/>.
Deadline of application is 15 December 2025.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER




 司法機構
JUDICIARY

JUDICIARY


(1) Judicial Associate (General)
(NON-CIVIL SERVICE CONTRACT POSITION)
Salary: HK\$83,150 per month to HK\$97,575 per month (Full-time)
HK\$1,961 per half-day to HK\$2,301 per half-day (Part-time)

(2) Judicial Associate (Criminal Appeals)
(NON-CIVIL SERVICE CONTRACT POSITION)
Salary: HK\$82,330 per month to HK\$97,575 per month

Closing Date for Application:
29 December 2025 (6:00 p.m., Hong Kong Time)

Tel. Enquiry: 2867 2200 (For Post (1)) / 2867 2248 (For Post (2))

Please visit the Judiciary's website for information about the positions:
https://www.judiciary.hk/en/other_information/recruit_ad.html

 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: 11 December 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.

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/Apple App Store/HUAWEI
AppGallery for information about the post.

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