

香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

Centre for Learning Enhancement And Research

Director
(Ref: 2500027L) (Closing date: January 26, 2026)

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.

Centre for Learning Enhancement And Research (CLEAR) <http://www.cuhk.edu.hk/clear/> is an academic unit supporting teaching and learning enhancement at the University through a wide variety of professional development activities and projects. CLEAR also supports the University’s quality-assurance process for teaching and learning.

Applicants should have: (i) a doctoral degree or equivalent; (ii) ample years of teaching experience in higher education; (iii) a proven record of outstanding and sustained teaching performance, evidenced by:

- (1) superior teaching performance, as demonstrated by student or peer evaluation;
- (2) innovative curriculum development;
- (3) the development of new instructional and pedagogical approaches or policies with high impact in the respective fields; or
- (4) leadership in quality assurance activities/projects on teaching and learning.


(iv) a record of teaching and learning related research with demonstrated high impact in higher education; (v) a track record of outstanding contributions to higher education while being in leadership roles (at faculty or institutional level or equivalent), e.g. as dean or associate dean, head or deputy head of a higher education institution; (vi) advanced skills in strategic planning and proven experience as an effective leader; and (vii) excellent communication, negotiation and presentation skills.

The appointee will (a) assist the University academic community in fostering teaching excellence, integrating AI tools into educational practices, and promoting effective teaching and assessment methodologies; (b) oversee the provision of professional development opportunities for CUHK teachers, emphasizing the incorporation of AI in enhancing student learning environments and supporting innovative approaches to curriculum development and evaluation of teaching practices; (c) lead the advancement of electronic and instructional technology resources, including the exploration and implementation of AI-driven educational technologies that facilitate personalized learning experiences; and (d) spearhead research initiatives within the Centre focused on the impact of AI in higher education, examining emerging trends and best practices in teaching and learning methodologies.

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.

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>.



MARINE DEPARTMENT

Post 1: Surveyor of Ships (Engineer and Ship) (Civil Service Vacancy)

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

Post 2: Surveyor of Ships (Nautical) (Civil Service Vacancy)

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

Post 3: Surveyor of Ships (Ship) (Civil Service Vacancy)

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


Post 4: Assistant Marine Controller (Civil Service Vacancy)

Salary: Master Pay Scale Point 24 (HK\$53,980 per month) to Master Pay Scale Point 33 (HK\$81,510 per month)

Closing Date for Application: 7 January 2026

Tel. Enquiry: (Posts 1-3) 2852 4904 (Post 4) 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.



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 **11 January 2026**. 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.)



醫院管理局

HOSPITAL AUTHORITY

Vision	Mission	Values
• Healthy People • Happy Staff • Trusted by the Community	• Helping People Stay Healthy	• People-centred Care • Professional Service • Committed Staff • Teamwork

Hospital Authority Head Office

Chief Systems Manager (Information Technology Operations)
(Ref: CSM/HOITD2512004/12551)

Department / Cluster
Information Technology and Health Informatics Division, HA Head Office

Pay
HK\$203,551 to HK\$217,794 per month including Monthly Allowance
Up to 15% of total basic salary (after deducting the contribution of Mandatory Provident Fund by Hospital Authority) as end-of-contract gratuity may be offered to contract staff upon completion of the contract subject to satisfactory performance.

Key Responsibilities
Reporting to the Chief Information Officer of IT&HID, the Chief Systems Manager will assume a leadership role to ensure reliable, secure and compliant delivery of mission critical systems to support HA’s clinical workflow, patient care and organizational efficiency. The incumbent will lead a cross functional IT professional team of 400+ headcounts, and manage the operation and implementation of HA IT systems and Hong Kong Government’s Electronic Health System in the most cost-effective manner. He or she will have to contribute towards high-level IT strategy, drive modernization of large-scale hospital systems, and work in collaboration with other Chief Systems Managers to help accomplish the HA’s business plans and objectives. The key roles and responsibilities of the position are as follows:

1. Oversee operations of Hong Kong wide public hospital and eHealth IT systems including round-the-clock service desk (call centre), first-tier and second-tier application support, deployment and production control, infrastructure operation support, middle-tier and database service management, as well as incident management.
2. Lead, develop and motivate IT teams of 400+ headcounts to set goals, optimize resource allocation, reduce maintenance cost, and foster a culture of accountability and continuous improvement.
3. Drive the adoption of modern operational practices such as DevOps, AI Ops and Site Reliability Engineering and develop knowledge of healthcare regulations and industry best practice.
4. Act as process owner to monitor the service level and to drive continuous improvements on incident management, problem management, service request and change management processes.
5. Manage IT operational risks by implementing disaster recovery, business continuity plans, and service recovery protocols to minimize downtime impacting clinical and patient services.
6. Plan and establish dedicated support to enable co-development and co-deployment of digital hospital and modernization initiatives including migration of critical legacy systems to cloud platform.
7. Liaise and coordinate with HA stakeholders including cluster management, clinical staff, cluster IT teams and other Head Office teams to ensure quality IT operation services are delivered according to patient services as well as HA organizational needs and strategies.
8. Establish effective communication with the Electronic Health Record Office and related government departments regarding the operation of supported systems.

Entry Requirements

1. Degree in Computer Science or relevant disciplines; or equivalent.
2. Over 18 years’ post qualification Information Technology (IT) related experience.

Preferable Attributes / Exposure


1. At least 10 years’ experience in corporate project planning, development, quality assurance, implementation, support and operation of large-scale mission critical and high availability IT systems, with deep exposure in healthcare.
2. Extensive experience in strategic planning and oversight of IT system operations, including managing teams of 200+ headcounts in a large, complex IT operation environment, and collaborating with C-suite, clinical teams and cross functional IT partners.
3. Strong strategic, analytical and problem-solving skills, with ability to balance technical excellence, clinical needs and business priorities.
4. Solid experience in formulation and implementation of corporate policies and guidelines for IT project governance / operation management and change control.
5. Sound understanding of risk management and capable to formulate pragmatic measures, and conduct continuous quality improvement in people, process and technology.
6. Strong leadership qualities as well as excellent communication and influencing skills.

Remarks

1. Please refer to https://www.ha.org.hk/haho/ho/hrd_jv/NotesToApplicants.pdf for “Notes to Applicants”.
2. For serving HA staff, relevant experience gained in HA may be considered as equivalent to post-qualification experience.
3. Please submit application online on or before **2 January 2026** via website <http://www.ha.org.hk> (click Careers). For enquiries, please telephone 2300 8669 or 2300 8885.

General Notes

1. We support the employment of people with a disability.
2. Information provided by applicants will be treated in strict confidence and will only be used for recruitment related purposes. All information on unsuccessful candidates will be deleted from our files within 24 months.



香港中華基督教青年會

Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong is a major International Non-Government Charitable Organization in Hong Kong providing a spectrum of services for the betterment of the Hong Kong people in particular the poor and needy with a special focus to assist and empower the youth in Hong Kong to develop a holistic character with a passion to serve and contribute to the community in the spirit of the teachings of Jesus Christ and the Holy Bible: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

Supervisor - Camp, Recreation & Sports (ES)
Ref: ES/12/25

Responsibilities:

- Report to the Assistant Chief Social Services Officer of the Association.
- To lead our Camp, Recreation & Sports Services with a strategic, entrepreneurial mindset.
- Assist in the formulation of the long-term strategies for camp, recreation & sports services and lead their implementation.
- Champion innovative initiatives that align with the Association’s mission and community needs.
- Design and execute marketing and fundraising campaigns. Cultivate partnerships with corporate sponsors, donors, and stakeholders to expand outreach and secure sustainable funding.
- Oversee all aspects of service operations including manpower planning, HR management, budgeting, and financial oversight. Provide secretarial support to the Committee and ensure compliance with governance standards.
- Liaise with LCSD, funding bodies, donors, and supporters to mobilize resources and support service growth. Foster collaboration with government agencies, NGOs, and cross-sector partners.
- Inspire and lead multidisciplinary teams to deliver high-quality, impactful programs. Promote a culture of innovation, accountability, and continuous improvement.
- Represent the organization externally and build a strong, positive brand image through strategic communication and stakeholder engagement.

Requirements:

- A recognized degree or above in Recreation Management, Sports Management, Hospitality Management, Business Administration, or a related discipline is highly preferred.
- Minimum of 10 years’ experience in a sizable organization with at least 5 years in a senior management role.
- Have relevant experience in managerial position of camp services or recreation & sports service is an advantage.
- Demonstrated dedication to the mission of the Association and passion for camp services and recreation & sports services.
- Strong business acumen with a track record in fundraising, partnership development, and strategic planning.
- Exceptional leadership qualities with an entrepreneurial spirit, strategic thinking, and the ability to influence and inspire. Must possess excellent interpersonal, presentation, and organizational skills.
- Have good command of spoken and written English and Chinese (Putonghua and Cantonese).

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate in contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to hmrrecruit@ymca.org.hk **on or before 12th January 2026**.

(All information provided will only be used for recruitment related purposes.)

EDUCATION



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-
**Office of Institutional Advancement
Functional Manager**
(Ref: 25000272) (Closing date: January 2, 2026)

The Office of Institutional Advancement is looking for an ideal candidate to serve as the Assistant Director. The appointee is expected to assist the Director in overseeing the Advancement portfolio of the University. He/She should have the ability to establish credibility and foster trust across a wide range of internal and external stakeholders, master strategic communication for securing major gifts against a complex philanthropic fabric and motivate a committed Advancement team to create impact that supports the mission and vision of CUHK.

Applicants should have (i) a good Bachelor's degree or equivalent; (ii) at least seven years' postgraduate work experience in fund-raising, public relations, or administration at middle management or supervisory level, preferably in tertiary education sector; (iii) experience in large-scale event management including fund-raising campaigns; (iv) good organisational, communication and interpersonal skills; (v) an excellent command of both English and Chinese; and (vi) the ability to work under pressure and meet tight schedules.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. [Those who have responded to the previous advertisement for the same post (Ref. 250001WC) 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>.

Be the first in town to reach elite career seekers

T : 2565 8822
E : classified@scmp.com

Classified Post



American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified educators who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Faculty Openings 2026-2027

Elementary Classroom Teachers:

- Homeroom Teacher – Lower Elementary
- Homeroom Teacher – Upper Elementary

Secondary Classroom Teachers:

- Social Studies Teacher - Secondary School / IB DP Psychology
- English & Social Studies Teacher - Secondary School / IB DP English A
- Math / Design Teacher – Secondary School / IB DP Mathematics
- IB DP Coordinator - Secondary School

Specialty Teachers:

- Student Support Team (SST) Teacher - Elementary School
- Elementary Music Teacher & Middle School Band Teacher
- TAP / PSHE Teacher - Secondary School / Social Studies or English Teacher – Middle School
- Chinese Studies Teacher - Secondary School / IB DP Language A
- Physical Education Teacher (50%) & Educational Assistant (50%)

To learn more about the positions and to submit an online application, please visit the Employment Opportunities section of the school website: www.ashk.edu.hk

Classified Post

readers are confident, competent and career-oriented

T : 2565 8822
E : classified@scmp.com

Classified Post

EDUCATION BUREAU

Non-Civil Service Vacancy

**Curriculum Officer
(Language Education and SCOLAR)
(EDB/EI/231/25)**

Salary : \$82,330 per month (Gratuity: 15%)
(Contract Period: 1 year)

Closing Date for Application: 29 December 2025

Tel. Enquiry: 3863 1807

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.

EDUCATION BUREAU

Non-Civil Service Vacancy

**Curriculum Officer (Science)
(EDB/ITE/234/25)**

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

Closing Date for Application: 2 January 2026

Tel. Enquiry: 2892 6509

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.

Vacancy for Homeroom Teacher (NET)

We are a Direct Subsidy Scheme English primary school committed to providing our students with quality learning and teaching, and prepare them for the challenges of the 21st Century. We have a diverse team from different backgrounds that has helped us develop our own school culture which would best be described as East Meets West.

P1-P6 NET English teacher (with housing allowance) (2025-2026)

Qualifications
We are inviting Native English Speaking Teachers (NET) who are team players, passionate to teach, adoptable to apply for the captioned post. Experience working in Asian culture will be an advantage.

Teaching qualification or subject related degree obtained preferred. Previous teaching experience in primary schools will be an advantage.

Major responsibilities

- Class teacher and main teacher for English. Co-teaching with a local teacher for English, Math, Science and Life education (school based program).
- Support classes at different levels.
- Carry out responsibilities in related to pastoral care, teaching methodology enhancement and school operation in teams.
- Help develop and create materials for school base curriculum.
- Attend school base training during school hours.

Please submit application letter and resume to the Principal, Fukien Secondary School Affiliated School, Phase 2, Yau Tong, Kowloon or email to hr@fssas.edu.hk on or before 10 Jan 2026.

EDUCATION BUREAU

Non-Civil Service Vacancy

**Senior Project Officer
(Non-Chinese Speaking Programme)
(EDB/EI/230/25)**

Salary : \$82,330 per month (Gratuity: 10%)
(Contract Period: 1 year)

Closing Date for Application: 29 December 2025

Tel. Enquiry: 3863 1807

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.

EDUCATION BUREAU

Non-Civil Service Vacancy

**Project Officer I
(Language Education and SCOLAR)
(EDB/EI/232/25)**

Salary : \$64,780 per month (Gratuity: 10%)
(Contract Period: 1 year)

Closing Date for Application: 29 December 2025

Tel. Enquiry: 3863 1807

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.

ENGINEERING & TECHNOLOGY



Consulting Engineers • Planners • Managers

Water Supplies Department
Contract No. 9/WS/D/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. We now invite applications for the following Resident Site Staff positions:

**1. ASSISTANT RESIDENT ENGINEER
(THREE-MONTH TO SIX-MONTH CONTRACT TERMS) (Ref: 91475/ARE)**

Candidates should have (a) degree from the university or equivalent in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute with at least 3 years' relevant post-qualification experience; or

(b) degree from the university or equivalent in an appropriate discipline, with at least 5 years' post-academic qualification experience in the professional field and level; and

(c) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

The job requirement of the above position 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 rs-recruitment@meinhardt.com.hk.

BANKING BONANZA

Classified Post always delivers solid earning power jobs

Invest with us for blue chip appointments





Classified Post

Get ahead

Classified Post provides the latest industry news and a wide range of jobs to keep you on top



Classified Post

GENERAL



創新科技署
Innovation and Technology Commission

Investment Advisor (Innovation and Technology Industry-Oriented Fund) (Non-civil Service Contract Vacancy)

Salary : HK\$119,650 per month

Closing Date for Application: 8 January 2026

Tel. Enquiry: 3863 0901 / 3863 0898

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.



Architectural Services Department

Contract Maintenance Surveyor (Non-Civil Service Vacancy)

Salary: HK\$56,125 per month

Closing Date for Application: 2 January 2026

Tel. Enquiry: 2867 3638

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)

Chief Manager (Advanced Manufacturing and New Energy Technology)

Salary: HK\$101,775 per month

Closing Date for Application: 9 January 2026

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.

DIGITAL POLICY OFFICE

Analyst / Programmer II (Civil Service Vacancy)

Salary: Master Pay Scale Point 16 (HK\$36,850 per month) to Master Pay Scale Point 27 (HK\$61,865 per month)

Closing Date for Application:
9 January 2026 at 6:00 p.m. Hong Kong Time

Closing Date for Submission of Supporting Documents:
16 January 2026 at 6:00 p.m. Hong Kong Time

(Only online applications are accepted. Applicants MUST also submit supporting documents online for the qualifications required for the application.)

Tel. Enquiry: 3847 7387

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



The Treasury

Contract Clerk (Non-Civil Service Vacancy)

Salary: HK\$17,200 per month

Closing Date for Application: 2 January 2026

Tel. Enquiry: 3847 8841

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.

Be the first in town to reach elite career seekers

T: 2565 8822
E: classified@scmp.com

Classified Post

SECURITY INVESTIGATOR

The U.S. Consulate General is looking for a high-caliber individual with good English skills to join our Regional Security Office.

For more information and to apply, visit our website: <https://hk.usconsulate.gov/consulate/jobs/>

Excellent benefits include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund. Applicants must possess a valid Hong Kong resident permit. Applications must be received by **January 24, 2026**.

The U.S. Mission in Hong Kong is an Equal Opportunity Employer, and we encourage qualified women and members of minority communities to apply.

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.

SOCIAL SERVICES



香港基督教服務處
HONG KONG CHRISTIAN SERVICE
全人關心 卓越創新
care for all, excel in all.

Since 1952, 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 **January 16, 2026**. 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.

Get ahead

Classified Post provides the latest industry news and a wide range of jobs to keep you on top

Classified Post



機電工程署 EMSD

Technical Supervisor (Air-conditioning) (Non-Civil Service Vacancy)

Salary: HK\$25,110 – HK\$28,220 per month

Closing Date for Application: 16 January 2026

Tel. Enquiry: 3167 2840

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

Technical Supervisor (Mechanical) (Non-Civil Service Vacancy)

Salary: HK\$25,110 – HK\$28,220 per month

Closing Date for Application: 16 January 2026

Tel. Enquiry: 3167 2840

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

Technical Supervisor (Electrical) (Non-Civil Service Vacancy)

Salary: HK\$25,110 – HK\$28,220 per month

Closing Date for Application: 16 January 2026

Tel. Enquiry: 3167 2840

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.



CIVIL AVIATION DEPARTMENT

Contract Project Officer (Aeronautical Information Management) (Non-Civil Service Vacancy)

Salary: HK\$61,865 per month

Closing Date for Application: 9 January 2026

Tel. Enquiry: 2910 6433

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.

YOUR RELIABLE PARTNER

With over 40 years’ recruitment experience, Classified Post is the definitive platform for recruiting talent in town

Looking for talent?
T : 2565 8822 E : classified@scmp.com

Classified Post

Be the first in town to reach elite career seekers

T : 2565 8822 E : classified@scmp.com

Classified Post