



## Deputy Director (Academic Services)

**The University of Hong Kong School of Professional and Continuing Education (HKU SPACE)** is the continuing education arm of the University of Hong Kong. It was incorporated by the University in 1999 to reflect its self-financing status, and it is a not-for-profit company limited by guarantee.

With about 950 full-time staff members and some 2,100 part-time teachers, HKU SPACE is one of the leading local providers in continuing education. Some 1,100 Part-time programmes and about 80 Full-time programmes are offered annually. Yearly enrolment exceeds 87,000 and is equivalent to about 22,000 full-time students. More information about HKU SPACE is available at <https://hkuspace.hku.hk/>.

The University has established the HKU SPACE Board of Directors to guide the policy directions of the School which is led by the Director. The Director is supported by a number of Deputy Directors, and HKU SPACE now seeks to appoint to the post of Deputy Director (Academic Services).

**Duties:** The Deputy Director (Academic Services) is a member of the Senior Management Team of HKU SPACE that plays a vital role in ensuring the School's smooth functioning and supporting its quest for excellence.

Reporting to the Director, the Deputy Director (Academic Services) will assume a dual role of Academic Registrar and Company Secretary of the School. The appointee will play a key role in leading the overall development and management of all academic administrative services provided by the Registry Affairs Unit (RAU), including but not limited to student admission, enrolment and graduation administration; curriculum development; academic advising; scholarships; and academic quality assurance, etc. to ensure efficient and effective academic operations and student services. He/She will coordinate the RAU's work in collaboration with colleges and administrative units to develop compliant policies, regulations and procedures that support student success, academic excellence, and the School's vision and mission. In the capacity of Company Secretary, the appointee will ensure effective corporate governance and compliance with all applicable laws, ordinances and regulatory requirements; advise the Board of Directors and senior management on governance best practices and statutory obligations. He/She will organise and service the Board of Directors, managing the School's governance processes and records of committee proceedings. This position oversees several academic service units, including Registry Affairs, Quality Assurance and Enhancement, and the Maisie Ho Centre for Teaching and Learning.

**Requirements:** The appointee should be of good academic standing with substantial senior management experience in academic administration, registry operations, company secretarial work and/or corporate governance, preferably in tertiary or continuing education. He/She should have in-depth knowledge of academic policies, student administration, quality assurance, compliance with statutory and regulatory frameworks, an understanding of the Hong Kong higher education system, and preferably good networking with the local and overseas universities. He/She should be forward-looking and have outstanding organisational, influencing, interpersonal and communication skills.

**Terms of Appointment:** Salary placement will be commensurate with qualifications and experience. The contract will be for a fixed term of two years initially. Extension into a third year will be contingent on a review at the end of the initial term, with the possibility of further renewals subject to review. A contract-end gratuity (taxable) will be payable upon satisfactory completion of the contract.

**Applications:** Applicants are invited to complete an application form and send their application together with a detailed curriculum vitae by post to the Director of Human Resources, HKU SPACE, Suites A & B, 12/F, United Centre, 95 Queensway, Admiralty, Hong Kong, or by email to [dhhr@hkuspace.hku.hk](mailto:dhhr@hkuspace.hku.hk). The application form can be downloaded via <https://jobs.hkuspace.hku.hk/jobs/job.php?lang=eng>.

**Closing Date for Applications:** 30 January 2026

The information provided in an application will only be used for the purpose of consideration for appointment by HKU SPACE. Applicants not contacted within 8 weeks from the closing date may assume that their applications are unsuccessful. Unsuccessful applications will be kept for a maximum period of 24 months.



## Deputy Director (Administration and Resources)

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The University has established the HKU SPACE Board of Directors to guide the policy directions of the School which is led by the Director. The Director is supported by a number of Deputy Directors, and HKU SPACE now seeks to appoint to the post of Deputy Director (Administration and Resources).

**Duties:** The Deputy Director (Administration and Resources) is a member of the Senior Management Team of HKU SPACE that plays a vital role in ensuring the School's smooth functioning and supporting its quest for excellence.

Reporting to the Director, the Deputy Director (Administration and Resources) oversees the overall administration and resource management of the School. The appointee will provide strategic leadership and administrative oversight for a portfolio that includes but not limited to budget and finance management, human resources management, facilities management, promotion of School branding, and information technology services.

**Requirements:** The appointee should possess a university's degree and preferably postgraduate qualifications. He/She should have strong experiences in operational management across different areas such as finance management, human resources, capital projects, IT and/or corporate communication. Experiences with a higher education setting or an organisation with comparable complexities will be an asset, though not required. He/She should be forward-looking and have outstanding organisational, influencing, interpersonal and communication skills.

**Terms of Appointment:** Salary placement will be commensurate with qualifications and experience. The contract will be for a fixed term of two years initially. Extension into a third year will be contingent on a review at the end of the initial term, with the possibility of further renewal subject to review. A contract-end gratuity (taxable) will be payable upon satisfactory completion of the contract.

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肺塵埃沉着病補償基金委員會  
PNEUMOCONIOSIS COMPENSATION FUND BOARD

## Head of Finance

### The Position

Reporting to the Executive Director, the Head of Finance is a core member of the Pneumoconiosis Compensation Fund Board executive team with oversight and leadership responsibilities for the finance, accounting, investment, human resources and administration functions.

### Key Responsibilities:

- Leading and managing financial and accounting operations, including cost control, budget management, financial reporting, risk control, and internal auditing;
- Ensuring compliance with relevant laws, regulations, governance, and internal control requirements to fulfill the Board's mission;
- Strategizing for and building a professional and efficient corporate team, including functions of finance, human resources, and administration, to support the Board's work and development;
- Providing professional advice to the Executive Director and the Board on investment matters and perform related work;
- Developing, implementing, and reviewing human resources strategies and policies, office operations and administration, procurement, and asset management; and
- Overseeing support for the meetings of the Board, its Finance and Administration Committee and other functional meetings under the scope.

### Requirements:

- A degree in Business Administration, Accounting, or Finance, and professional accounting or finance qualifications;
- 15 years or more of relevant work experience, at least 8 years in a senior management position. Experience in public or non-governmental organizations is preferred;
- Proficient in managing corporate functions, including finance, accounting, investment, human resources, and administration;
- Extensive experience in managing cross-functional teams, with expertise in resource integration and collaboration;
- Familiar with the latest accounting and auditing standards, financial reporting, and ESG reporting guidelines;
- High level of integrity, excellent professional capabilities, outstanding communication and interpersonal skills, and exceptional leadership qualities.

Applicants should send a covering letter and detailed curriculum vitae, with present/ last, expected salary and date of availability by email to [recruit04@pcfb.org.hk](mailto:recruit04@pcfb.org.hk) or by post in an envelope marked "Confidential" to Executive Director, Pneumoconiosis Compensation Fund Board, 15/F., Nam Wo Hong Building, 148 Wing Lok St, Sheung Wan, Hong Kong at or before 5 pm on 16 January 2026.

All applications will be handled in strictest confidence and information collected will be used for recruitment purpose only. The personal data of unsuccessful candidates collected for this recruitment exercise will be kept for 12 months from its completion and thereafter destroyed.

More information of the Board can be obtained through our website: [www.pcfb.org.hk](http://www.pcfb.org.hk).

## Recruitment of Native-speaking English Teachers (NETs) for Primary and Secondary Schools in Hong Kong

The Education Bureau is inviting you to apply for the NET positions in public sector primary and secondary schools in Hong Kong.

NETs are required to teach English as a second language to Hong Kong students and assist in teacher and curriculum development in public sector primary schools (for students aged between 6 and 12), secondary schools (for students aged between 12 and 18) and schools for students with Special Educational Needs (SEN).

### QUALIFICATIONS FOR APPOINTMENT

Applicants should be native-speakers of English or possess native-speaker English competence and they have to fulfill the qualification requirements under the NET Scheme. For more information and download of application forms, please visit the following webpages:

(A) For primary school NETs : <https://www.edb.gov.hk/pnet>

(B) For secondary school NETs : <https://www.edb.gov.hk/snet>

### TERMS AND CONDITIONS OF APPOINTMENT

- The appointment will be on a two-year contract basis, normally starting in mid-August and ending in mid-August two years later, subject to renewal after expiry.
- Remuneration package:
  - Salary from HK\$35,080 – HK\$67,850 per month (primary)
  - Salary from HK\$35,080 – HK\$81,510 per month (secondary)
  - End of contract gratuity for satisfactory performance and conduct throughout the contract period
  - Passage, baggage, medical allowances and a special allowance of HK\$20,989 per month are provided for eligible appointees whose normal place of residence is established as outside Hong Kong and if he/she or his/her spouse is not receiving any similar benefits. The Permanent Secretary for Education shall be the authority in determining whether a NET's normal place of residence is outside Hong Kong.
- The salary and the terms and conditions of service to be offered are subject to the appointee's qualifications and post-qualification teaching experience and the prevailing conditions at the time the offer of appointment is made.

### DETAILS

Successful candidates will be placed into the EDB's central candidate pool for eligible schools' selection upon their requests. For details about the NET Scheme including the terms and conditions of appointment, please visit the following webpage: <https://www.edb.gov.hk/net>

### APPLICATION

Applicants applying for the above position for the 2026/27 school year should send in the completed standard application form with supporting documents by post, by email or in person to the following address by **27 February 2026**.

NET Administration Team  
Room W304, 3/F, West Block,  
Education Bureau Kowloon Tong Education Services Centre,  
19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong

Email: [netrecruit@edb.gov.hk](mailto:netrecruit@edb.gov.hk)

Tel No: (852) 3698 3926 or (852) 3698 3685



OFFICE OF THE  
COMMUNICATIONS AUTHORITY

## Head of Public Affairs (Non-Civil Service Vacancy)

**Salary:** HK\$101,700 per month

**Closing Date for Application:** 15 January 2026

**Tel. Enquiry:** 2961 6522

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.



GOVERNMENT FLYING SERVICE

## Cadet Pilot (Civil Service Vacancies)

**Salary:** Disciplined Services (Officer) Pay Scale Point 1b (HK\$30,325 per month) to Disciplined Services (Officer) Pay Scale Point 2 (HK\$34,585 per month)

**Closing Date for Application:** 22 January 2026

**Tel. Enquiry:** 2305 8356

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

## EDUCATION BUREAU

### Non-Civil Service Vacancy

## Project Manager (Primary Native-speaking English Teacher) (EDB/CDI/005/26)

**Salary :** \$101,775 per month (Gratuity: 10 %)  
(Contract Period: 2 years)

**Closing Date for Application:** 16 January 2026

**Tel. Enquiry:** 2892 5846

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

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## EDUCATION

## GENERAL

## FUKIEN SECONDARY SCHOOL AFFILIATED SCHOOL

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.

## Mathematics &amp; Physical Education Teacher (English as the medium of instruction) APSM (2026/2027)

**General Requirements:**

- Holder of a Bachelor's degree and a recognized teacher training qualification (completed or nearing completion).
- Demonstrated passion for working with children, caring, hardworking, and a collaborative team player.
- Committed to teaching as a lifelong career.
- Appointment commences in August 2026.

## Subject-based Qualification Requirements:

**Mathematics**

- Bachelor's degree in Mathematics or a closely related field.
- Near-native English proficiency is an advantage.
- Prior primary school teaching experience is preferred.

**Physical Education**

- Bachelor's degree in Physical Education, Sports Science, or a related discipline.
- Near-native English proficiency is an advantage.
- Prior primary school teaching experience is preferred.
- Experience in leading extracurricular sports teams or competitions is highly valued.

**Application Details:**  
For more information, please visit our website: <https://www.fssas.edu.hk/en/content.php?wid=53>

Please submit an application letter and resume to the Principal, Fukien Secondary School Affiliated School, Phase 2, Yau Tong Estate, Kowloon or email to [hr@fssas.edu.hk](mailto:hr@fssas.edu.hk) on or before 23 Jan 2026.

## EDUCATION BUREAU

## Non-Civil Service Vacancy

## Executive Assistant (EDB/EI/001/26)

**Salary** : \$35,080 per month (Gratuity: 10%)  
(Contract Period: 1 year)

**Closing Date for Application:** 16 January 2026

**Tel. Enquiry:** 2123 6033

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.

## Vacancy for Homeroom Teacher (NET) / English Language (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) (2026-2027)

**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](mailto:hr@fssas.edu.hk) on or before 31 January 2026. Appointment period will start from August, 2026.

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 香港房屋委員會  
Hong Kong Housing Authority

## Building Services Engineering Graduate (Temporary Training Vacancy)

**Training Honorarium:** \$24,800 per month

**Closing Date for Application:** 23 January 2026

**Tel. Enquiry:** 2761 7627

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



## LEISURE AND CULTURAL SERVICES DEPARTMENT

## Artisan in Stage Work Type (Civil Service Vacancy)

**Salary:** Master Pay Scale Point 5 (HK\$19,535 per month) to Master Pay Scale Point 8 (HK\$23,585 per month)

**Closing Date for Application:** 15 January 2026

**Tel. Enquiry:** 2601 8653

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.



## ENVIRONMENTAL PROTECTION DEPARTMENT

## Environmental Engineering Graduates (Non-civil Service Vacancy)

**Salary:** HK\$24,800 per month

**Closing Date for Application:** 23 January 2026

**Tel. Enquiry:** 3863 1409

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.



## GOVERNMENT FLYING SERVICE

## Air Crewman Officer III (Civil Service Vacancy)

**Allowance:** Disciplined Services (Rank and File) Pay Scale Point 8 (HK\$28,335 per month) or Disciplined Services (Officer) Pay Scale Point 1a (HK\$31,695 per month) to Disciplined Services (Officer) Pay Scale Point 18 (HK\$78,455 per month)

**Closing Date for Application:** 22 January 2026

**Tel Enquiry:** 2305 8356

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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## 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.

## Looking for high-flyers?

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## 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](mailto:application@hykg.edu.hk).  
Personal data will be treated in strict confidence and used for recruitment purpose only.

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