



Department of Justice (Non-Civil Service Vacancies) Vacancies for Legal Trainees [2028 Intake (early trawl candidates)] Under the Legal Trainee Scheme

Applications are invited from candidates who are permanent residents of the Hong Kong Special Administrative Region to fill Legal Trainee vacancies under the Legal Trainee Scheme (LTS) from 1 August 2028. For the purpose of this Scheme, those pursuing practical training under the Solicitor Stream are called Legal Trainees (Solicitor) and under the Barrister Stream Legal Trainees (Barrister).

Eligibility

Candidates should be -

- penultimate year students of undergraduate law programme in post-secondary institutions who will have obtained Postgraduate Certificate in Laws (PCLL) in 2028; and
- have attained 'Level 2' or above in English Language and Chinese Language^[Notes (1) & (2)] in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Note (1) For appointment purpose, 'Grade E' in English Language (Syllabus B) and Chinese Language in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in English Language and Chinese Language in the 2007 HKCEE and henceforth.

(2) 'Level 1' result or above in the Use of Chinese paper of the Common Recruitment Examination (CRE) will also be accepted as meeting the Chinese language proficiency requirement for appointment as Legal Trainee.

Duties

Legal Trainees will undergo practical training under professional guidance designed to satisfy the training requirements of the Law Society of Hong Kong or the Hong Kong Bar Association. The training period is two years for Legal Trainees (Solicitor) and one year for Legal Trainees (Barrister). Legal Trainees are not civil servants and do not occupy any posts on the establishment. They are not appointed on civil service terms of appointment and conditions of service.

Salary

Subject to the duration of training period, Legal Trainees will receive, in the first 12 months, a monthly salary equivalent to the pay on point 27 of the Master Pay Scale (MPS), and in the second 12 months, a monthly salary equivalent to the pay on point 28 of the MPS.

The pay equivalent to point 27 of the MPS is \$61,865, and the pay equivalent to point 28 of the MPS is \$64,780 currently.

Legal Trainees are subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485).

How to apply

Candidates must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>) on or before **6:00 p.m., 31 March 2026**. Applications which are incomplete, late, submitted in person, by post, by fax, by e-mail or other means will NOT be accepted. Candidates should click on the specific hyperlink of the Job Title they apply for, i.e. Legal Trainee (Solicitor) (2028 Intake) (early trawl candidates) or Legal Trainee (Barrister) (2028 Intake) (early trawl candidates) to apply. Candidates who have no specific preference may click on Legal Trainee (Solicitor/Barrister) (2028 Intake) (early trawl candidates), the Selection Board may assign the stream they find most suitable for these candidates in accordance with their performance at the selection interview.

After the submission of online application, the applicants should submit copies of the following relevant documents:

- academic and valid language qualifications with full details of examination results at the –
 - HKDSEE/HKCEE; and
 - latest academic transcript;
 - CRE (if applicable); and
- supplementary letters detailing personal interests and other relevant information (if any)

to the Department of Justice through email (training@doj.gov.hk) on or before **8 April 2026**. Job Title being applied for and the online application number should be quoted in the email subject, as well as on every page of the photocopies of the documents listed above.

Where possible, an academic reference written by a staff member of the Faculty/School of Law should be provided and sent direct by the staff to the aforesaid email address on or before **30 April 2026**.

Candidates who are selected for interview will normally receive an invitation in **June 2026**. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiries

Enquiries can be made to Executive Officer (Personnel) 4 or Clerical Officer (Training) of the Department of Justice at 3703 6535 or 3703 6563.

General Note

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.



Department of Justice (Non-Civil Service Vacancies) Vacancies for Legal Trainees (2027 Intake) Under the Legal Trainee Scheme

Applications are invited from candidates who are permanent residents of the Hong Kong Special Administrative Region to fill Legal Trainee vacancies under the Legal Trainee Scheme (LTS) from 2 August 2027. For the purpose of this Scheme, those pursuing practical training under the Solicitor Stream are called Legal Trainees (Solicitor) and under the Barrister Stream Legal Trainees (Barrister).

Eligibility

Candidates should be -

- Postgraduate Certificate in Laws (PCLL) graduates/PCLL students or potential PCLL students of the local universities who will graduate in 2027;

or

civil servants serving in the Department of Justice, the Legal Aid Department, the Legal Advisory and Conveyancing Office of the Lands Department, the Land Registry, the Companies Registry, the Intellectual Property Department, the Official Receiver's Office and the Judiciary who hold qualifications recognised for training purposes by the Law Society of Hong Kong or the Hong Kong Bar Association;

and

- have attained 'Level 2' or above in English Language and Chinese Language^[Notes (1) & (2)] in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Notes (1) For appointment purpose, 'Grade E' in English Language (Syllabus B) and Chinese Language in the HKCEE before 2007 is accepted administratively as comparable to 'Level 2' in English Language and Chinese Language in the 2007 HKCEE and henceforth.

(2) 'Level 1' result or above in the Use of Chinese paper of the Common Recruitment Examination (CRE) will also be accepted as meeting the Chinese language proficiency requirement for appointment as Legal Trainee.

Duties

Legal Trainees will undergo practical training under professional guidance designed to satisfy the training requirements of the Law Society of Hong Kong or the Hong Kong Bar Association. The training period is two years for Legal Trainees (Solicitor) and one year for Legal Trainees (Barrister). Legal Trainees are not civil servants and do not occupy any posts on the establishment. They are not appointed on civil service terms of appointment and conditions of service.

Salary

Subject to the duration of training period, Legal Trainees will receive, in the first 12 months, a monthly salary equivalent to the pay on point 27 of the Master Pay Scale (MPS), and in the second 12 months, a monthly salary equivalent to the pay on point 28 of the MPS.

The pay equivalent to point 27 of the MPS is \$61,865, and the pay equivalent to point 28 of the MPS is \$64,780 currently.

Legal Trainees are subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485).

How to apply

Candidates must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>) on or before **6:00 p.m., 31 March 2026**. Applications which are incomplete, late, submitted in person, by post, by fax, by e-mail or other means will NOT be accepted. Candidates should click on the specific hyperlink of the Job Title they apply for, i.e. Legal Trainee (Solicitor) (2027 Intake) or Legal Trainee (Barrister) (2027 Intake) to apply. Candidates who have no specific preference may click on Legal Trainee (Solicitor/Barrister) (2027 Intake), the Selection Board may assign the stream they find most suitable for these candidates in accordance with their performance at the selection interview.

After the submission of online application, the applicants should submit copies of the following relevant documents:

- academic and valid language qualifications with full details of examination results at the –
 - HKDSEE/HKCEE;
 - Bachelor of Laws (LLB) level or equivalent;
 - International English Language Testing System (IELTS) within the two-year validity period of the test result;
 - PCLL (if available);
 - CRE (if applicable); and
- supplementary letters detailing personal interests and other relevant information (if any)

to the Department of Justice through email (training@doj.gov.hk) on or before **8 April 2026**. Job Title being applied for and the online application number should be quoted in the email subject, as well as on every page of the photocopies of the documents listed above.

Where possible, an academic reference written by a staff member of the Faculty/School of Law should be provided and sent direct by the staff to the aforesaid email address on or before **30 April 2026**.

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General Note

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

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

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



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

Human Resources Office
Assistant Director of Human Resources (at the rank of Senior Assistant Secretary II)
(Ref: 2600008W) (Closing date: March 7, 2026)

The appointee will join our well-established human resources management team in the University responsible for overseeing human resources management functions including recruitment, staff engagement, performance management, benefits and personnel services, learning and talent development; developing and implementing human resources policies and procedures; providing support for committee work; and performing other ad hoc duties as assigned. A major responsibility of the post holder is to lead talent development strategies, e.g., enhance performance management processes, design leadership development and succession planning management frameworks. The appointee should be experienced and forward-thinking who will be entrusted to lead team members of various levels to work in close partnership with the academic and administrative units and support them in workforce planning, appointment and review, as well as the administration of and compliance with staff service regulations.

Applicants should have (i) a good honours degree and a highly effective command of the English and Chinese languages, with fluency in Putonghua; (ii) ample experience in human resources or public administration, preferably at a senior level in higher education institutions or sizable organizations; (iii) comprehensive knowledge in employment laws and human resource business functions; (iv) excellent communication and presentation skills; (v) strong analytical ability and well-honed problem-solving skills; (vi) experience in serving high-level committees; and (vii) a strong sense of ownership in driving new initiatives in a team setting.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. Shortlisted applicants will be invited for a written test.

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>.

EDUCATION



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

The Chinese University of Hong Kong Library
Assistant Librarian I (carrying the job title of "Head, New Asia College Library and United College Library" and "Faculty Liaison Librarian (Arts)")
 (Ref: 26000078) (Closing date: February 27, 2026)

The Chinese University of Hong Kong (CUHK) Library is seeking a dynamic and innovative Librarian to manage the Upper Campus Libraries (New Asia College Library and United College Library). The successful applicant would also provide liaison services to various departments within the Faculty of Arts, Faculty Liaison and Learning Services encompasses working with academic staff to support their teaching and research, as well as providing digital/information literacy training and support services for our students.

Applicants should have (i) a good university degree plus a postgraduate qualification in Librarianship and Information Science or related discipline; (ii) normally a minimum of six years' relevant professional experience, including three years at a supervisory level; (iii) sound knowledge and understanding of academic liaison activities and digital/information literacy in a University setting; (iv) knowledge and experience in delivering programmes and services particularly for users focused around digital/information literacy; (v) demonstrated ability to work collaboratively within the Library, with faculty and College members and university administrative departments; (vi) excellent written and oral communication skills; and (vii) proficiency in English and Chinese is desirable.

Reporting to the Deputy University Librarian, the appointee will (a) manage the Upper Campus Libraries including staff supervision; (b) provide liaison services to CUHK Faculties and Colleges, ensuring strong communication between the Library and faculty and colleges, and the development of services and collections to meet the university's curricular and research needs; (c) create, promote and deliver digital/information literacy training and activities; (d) develop and enhance appropriate learning resources; and (e) perform other tasks as assigned. Shift duties in the evenings, at weekends or on public holidays at library helpdesks are required.

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

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>.



YMCA of Hong Kong Christian College

港青基信書院

Vacancies for 2026

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

The College is looking for applicants for the following positions:

TEACHING POSITIONS (For August 2026)

■ INTEGRATED SCIENCE & PHYSICS TEACHER

- Bachelor's degree in Physics or a related field.
- PGDE or equivalent qualification.
- Experience teaching IGCSE and/or GCE A-Level Physics, as well as junior form Integrated Science, is preferred.
- Proficient in conducting lessons in fluent English.

■ ENGLISH TEACHER

- Bachelor's degree in English or a related field.
- PGDE or equivalent qualification.
- A versatile teacher who can teach junior secondary English, DSE English Language, DSE Literature in English, or an international curriculum.

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

Please send a CV and a covering letter with the email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is **13th March, 2026**.

NON-TEACHING POSITION (Immediate availability)

■ OFFICE CLERK

- Relevant higher diploma or completed secondary education.
- Diligent and with a pleasant personality; good manners and effective communication skills in both spoken and written English and Chinese.
- Previous experience of working in a school environment is a definite asset.
- Relevant experience in clerical work and documents.
- Proficient in MS Office.

Applications are invited from candidates who would like to make a difference in the educational sector and contribute to our mission. Please send a CV and a covering letter with the email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is **13th March, 2026**.

Address : 2 Chung Yat Street, Tung Chung, Hong Kong Email : info@yhkcc.edu.hk
 Telephone : 2988 8123 Fax : 2988 2000 Website : www.yhkcc.edu.hk



香港中文大學

The Chinese University of Hong Kong

Applications are invited for:-

Diversity and Inclusion Office
Administrative Officer

(Ref: 2600006M) (Closing date: February 27, 2026)

The Diversity and Inclusion Office (DIO) has been established since 2020 to support the University's effort in creating a more inclusive campus and fostering a stronger integration between university members of different backgrounds and cultures. It also serves as the secretariat of the Diversity and Inclusion Steering Committee and the Committee Against Discrimination and Sexual Harassment of the University.

The appointee will be responsible for:

- assisting in the development and implementation of policies and practices for supporting a university community that values and prioritizes equity, diversity and inclusiveness;
- handling complaints and enquiries related to discrimination and sexual harassment and drafting investigation reports, conducting conciliation to resolve related disputes, and offering assistance and advice to the individuals concerned in the subsequent conciliation or investigation process;
- supporting the secretariat to relevant committees of the University (e.g. Committee Against Discrimination and Sexual Harassment);
- assisting the Director of the DIO in the supervision of staff; and
- undertaking any other duties as assigned.

Applicants should have (i) a good Bachelor's degree, preferably in a relevant discipline (e.g. social sciences, law, public policy/administration); (ii) at least eight years' post-qualification experience, three years of which should be relevant to the duties described above; (iii) experience in handling complaints and enquiries, conciliation/mediation, policy advocacy and public education work is preferable; (iv) good knowledge of the discrimination legislation and its application in Hong Kong; (v) excellent command of both written and spoken English and Chinese (including Putonghua); (vi) good people skills; (vii) a strong sense of responsibility and self-motivation; (viii) good analytical skills and attention to detail; and (ix) proficiency in MS Office and other computer applications. Legal qualification or knowledge and training in conciliation is advantageous.

Appointment will initially be made on contract basis for up to two years, renewable subject to good performance and mutual agreement. Shortlisted candidates will be invited for a written test.

[Those who have responded to the previous advertisement for the same post (Ref. 25000111) need not re-apply.]

CUHK is an equal opportunities employer and is committed to promoting equality, inclusivity, diversity and the highest ethical standards.

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:-

Research Office

Director (at the rank of Assistant Registrar)

(Ref: 26000089) (Closing date: February 28, 2026)

The University is inviting applications for the post of Director of Research Office (RO).

Key responsibilities include: (a) Administrative Support: oversee secretariat functions for University level research committees and working groups; prepare reports for internal and external stakeholders; manage research integrity, compliance matters, and governance processes for research units; (b) Grants and Contracts: oversee the development, coordination, and administration of both internal and external research funding and project agreements; (c) Team Management: supervise, support, and coach the RO team, fostering a collaborative and effective working environment; (d) Cross-Unit Collaboration: work with Faculties, Departments/Schools, the Knowledge Transfer Office and other professional/ administrative units to support research related services and initiatives; (e) Leadership: provide operational direction for the continual development and improvement of the RO, ensuring its work aligns with the University's overall mission and priorities; and (f) any other duties as assigned.

Applicants should have (i) a good university degree (postgraduate qualification will be an advantage); (ii) at least ten years of post-qualification work experience at executive level in higher education/public sector; (iii) high proficiency in written and spoken English and Chinese (including Putonghua); (iv) solid experience as a manager of a team; (v) strong analytical ability and problem-solving skills; (vi) excellent organisational and interpersonal skills; (vii) ability to work under pressure; and (viii) sound computer literacy. Proven track record in management and development of research and impact would be an advantage.

Appointment will initially be made on contract basis for two years, renewable subject to good performance and mutual agreement. Shortlisted candidates may be invited for a written test.

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>.

EDUCATION BUREAU

Non-Civil Service Vacancy

Part-time Chief Project Officer (Kindergarten Administration 2) (EDB/KGE/050/26)

Salary : \$752 per hour (Contract Period: 1 year)
 (Required to work not more than 16 hours per week)

Closing Date for Application: 28 February 2026

Tel. Enquiry: 2892 6621

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.

HEEP YUNN SCHOOL

An EMI DSS secondary school is now inviting applications for the following posts:

1. Part-time Assistant Accounting Officer

- Bachelor Degree in Accounting or related disciplines
- Minimum 5 years or above relevant experience in accounting & auditing
- Responsible, hands-on, independent, and detail-oriented
- Able to multitask and complete tasks on time
- Proficient in computer use and Microsoft Office software
- Responsible for preparing accounting and financial analysis reports and other ad-hoc tasks
- Assist the Chief Financial Officer in handling daily operational affairs
- Preference will be given to candidates who can start immediately

Interested applicants are invited to send their applications and full resume to **The Principal of Heep Yunn School** by email to hys-mail@hys.edu.hk. Please specify the position for which you are applying and your expected salary.

Personal data will be treated in strict confidence and used for recruitment purpose only.

EDUCATION BUREAU

Non-Civil Service Vacancy

Curriculum Officer [School-based Curriculum Development (Secondary)] (EDB/ITE/049/26)

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

Closing Date for Application: 27 February 2026

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.

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 E : classified@scmp.com

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Classified Post

GENERAL

Be the first in town to reach elite career seekers



JUDICIARY

Judicial Assistant (Court of Final Appeal)
(NON-CIVIL SERVICE CONTRACT POSITION)

Salary: HK\$76,100 per month

Closing Date for Application:

6 March 2026 (6:00 p.m., Hong Kong Time)

Tel. Enquiry: 2867 2200

Please visit the Judiciary's website for information about the position:

https://www.judiciary.hk/en/other_information/recruit_ad.html

LEISURE AND CULTURAL SERVICES DEPARTMENT

Assistant Curator II (History)
(Civil Service Vacancy)

Salary: Master Pay Scale Point 14 (HK\$33,405 per month) to Master Pay Scale Point 27 (HK\$61,865 per month)

Closing Date for Application: 26 February 2026

Tel. Enquiry: 2601 8664

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.

SAFETY PROGRAM COORDINATOR

The U.S. Consulate General is looking for a high-caliber individual with strong English skills to join our Facility Management.

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 **February 27, 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.

T: 2565 8822
E: classified@scmp.com

Classified Post

Get ahead

Classified Post



HONG KONG TRADE DEVELOPMENT COUNCIL

ASSOCIATE EXECUTIVE DIRECTOR,
FINANCE AND PROFESSIONAL SERVICES

Established in 1966, the Hong Kong Trade Development Council (HKTDC) is a statutory body that promotes, assists and develops Hong Kong's trade, with the support of our 51 offices worldwide.

We help businesses large and small connect with growth and collaboration opportunities globally, while highlighting Hong Kong's unique strengths and advantages and reinforcing its dual role as superconnector and super value-adder, linking China and the world.

We do so via our international trade fairs, industry conferences and industry missions, offering innovative offline-online event experiences. From embarking on missions to staging Hong Kong pavilions at leading mainland and overseas fairs as well as roadshows, our outreach also fosters opportunities and strengthens ties with the Chinese Mainland and our many international trading partners.

In a world marked by constant change, our programmes provide comprehensive tailor-made support to help businesses, in particular SMEs and start-ups, be future-ready and thrive. Complementing this, our research reports and digital news channels offer the latest market information to enable businesses to make informed business decisions and accelerate their expansion plans.

As we celebrate our 60th anniversary in 2026 and begin a new three-year business cycle, our mission remains as strong as ever to help Hong Kong thrive in trade and businesses succeed in the ever-changing landscape.

The Position

Reporting to the Executive Director, the major responsibilities of the Associate Executive Director, Finance and Professional Services include:

- Oversee the Finance and Professional Services cluster, drive business development, ensure operational excellence, cultivate key client relationships, and lead high-performing teams;
- Develop and carry out mid-to-long term strategies for conferences, exhibitions, and promotional initiatives, for example for Asian Financial Forum, Belt and Road Initiatives and high level missions, that support the Council's goals and drive growth in the finance and professional services industry;
- Identify key growth areas within finance and professional services, such as arbitration services, FinTech, Wealth Management, and Virtual Assets, and develop targeted programmes for each sector to attract leading global investors and innovators;
- Build strategic partnerships with leading financial institutions and professional / industry associations to strengthen market relevance and international reach;
- Establish and maintain strong relationships with stakeholders including customers, government bodies, chambers of commerce, trade associations, key industry partners, and media partners to amplify visibility and influence;
- Promote the Council and the cluster in both external and internal events;
- Develop sponsorship and partnership strategies that drive revenue growth and enhance brand positioning;
- Manage budgets, resource allocation, and risk mitigation for all assigned projects, ensure financial sustainability for the cluster promotion;
- Ensure compliance with governance standards and provide executive reporting to the Executive Director and the Council; and
- Perform any other official duties as directed by the Executive Director.

The Candidate

The ideal candidate should have the following attributes:

Functional Expertise

- In-depth knowledge of global trade dynamics, Hong Kong's economy, finance and professional services cluster;
- Strong understanding of planning and managing promotional events such as conferences and exhibitions;
- Familiarity with laws, regulations, and best practices related to international trade and cross-border business development;

Professional Experience

- Bachelor's degree in Business, Finance, Marketing, International Relations, or related field; Master's degree preferred;
- Minimum 15 years of relevant experience in finance or professional industries, with at least 10 years in a senior executive role;
- Proven track record in developing and executing strategic promotional programs and driving revenue growth;
- Demonstrated success in building strategic alliances and partnerships with global organisations, industry associations, and government bodies;
- Excellent leadership, communication, and relationship-building skills.

Qualifications and Personal Attributes

- Strong strategic thinking, commercial acumen, and the ability to influence at senior levels;
- Excellent judgment, adaptability, and resilience under pressure; open and collaborative leadership style;
- Outstanding communication and presentation skills; fluent in English, Cantonese, and Putonghua; proficiency in a fourth language is an advantage;
- Willingness to travel and represent the organisation at major industry events.

For interested parties, please reach out to Ms. Rebecca Chan on +852 3180 4933 or rebecca.chan@kos-intl.com for a confidential discussion.

CHELLARAM FOUNDATION

Senior Manager – Philanthropy & Social Investment

Location: Hong Kong

The Chellaram Foundation seeks an experienced and purpose driven **Senior Manager, Philanthropy & Social Investment** to support its charitable and impact initiatives across Hong Kong, and selected international regions. Our work focuses on **health, environment, humanitarian aid and community welfare**.**Key Responsibilities:**

- Identify and evaluate high potential charitable and impact projects
- Prepare research based grant proposals for Board approval
- Conduct due diligence and ongoing monitoring of funded projects
- Build strong relationships with partner organisations
- Assess project impact and strengthen internal policies and processes
- Support the Board and Group Vice Chairman in strategic philanthropic planning

Requirements:

- Experience in philanthropy, grant making, social investment or related fields
- Strong analytical and research skills
- Excellent communication and relationship building abilities
- Strategic thinker with sound financial acumen
- Passion for social good, aligned with values of transparency, honesty and humility

If you are committed to making meaningful impact and thrive in a mission driven environment, we invite you to apply.

To Apply:Please send your CV and cover letter to info@chellaramfoundation.com

π 創新科技署

Innovation and Technology Commission

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

Salary : HK\$82,330 per month

Closing Date for Application: 3 March 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.

SOCIAL SERVICES



The Hong Kong Family Welfare Society was established in 1949. With a family perspective, the Society is committed to delivering quality and professional social services to enhance the well-being of families and individuals in Hong Kong and to foster a caring community.

The Society is now inviting applications for the position of

Chief Executive**Responsibilities:**

- As the leader of the Society, the Chief Executive has to
- Provide strategic leadership and effective management to all aspects of the Society including service delivery, communications and fundraising.
- Focus on maintaining and advancing the Society's relationship with its stakeholders as well as further developing the Society's image in the public realm.
- Develop and lead the Society into new phase of expansion and development and to ensure financial sustainability and corporate governance.

Qualifications:

- The applicant should have
- A recognised university degree with over 15 years of senior management experience in the social service sector.
- Good interpersonal and negotiating skills at a high level.
- Excellent communication capabilities with people at different levels both internally and externally.
- Proficiency in written and spoken English and Chinese (Cantonese and Mandarin)

The successful applicant will be offered an attractive remuneration package.

Please send your application letter and a resume with full career details and expected remuneration in strictest confidence to P.O. Box 23507, Wan Chai Post Office on or before **27 February 2026**.

(Personal data collected will be used for recruitment related purposes and will be treated in accordance with the personal data policies, a copy of which will be provided upon request. Applicants who are not contacted within six weeks may consider their applications unsuccessful. Unsuccessful applications will be kept for six months after which they will be destroyed.)

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