



Drainage Services Department
Agreement No. CE62/2020 (DS)

Structural Improvement of Sewers and Stormwater Drains – Investigation, Design and Construction

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff post for the construction of the Agreement No. CE62/2020 (DS), Structural Improvement of Sewers and Stormwater Drains. The works of the Agreement include rehabilitation of some sewers, stormwater drains and associated manholes throughout the territory of Hong Kong.

Agreement No. CE47/2016 (DS)

Rehabilitation of Underground Sewers and Drains – Investigation, Design and Construction

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff post for the construction of the Agreement No. CE47/2016 (DS), Rehabilitation of Underground Sewers and Drains. The works of the Agreement include rehabilitation and condition survey of some sewers, stormwater drains, and associated manholes throughout the territory of Hong Kong.

1. ASSISTANT RESIDENT ENGINEER (Ref: SISS/ARE/165/2026)

Candidates should:

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

2. *#RESIDENT INSPECTOR OF WORKS (Ref: SISS/RIOW/166/2026)

Candidates should have:

- (a) a Diploma or Higher Certificate from Construction Industry Council in Hong Kong (CIC)/ Hong Kong Institute of Construction (HKIC)/ Hong Kong Institute of Vocational Education (IVE) / Technical Institute or College (TI/TC) / Hong Kong Polytechnic University / Polytechnic (Poly) or equivalent in an appropriate discipline; and
- (b) have at least 8 years' relevant post-qualification experience; or
- (c) have at least 5 years' relevant experience as Resident Assistant Inspector of Works or equivalent in public works projects or recognised project listed in Section 4.5.2 of the RSS Management Handbook.

3. *#RESIDENT ASSISTANT INSPECTOR OF WORKS (Ref: SISS/RAIOW/167/2026)

Candidates should have:

- (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (b) have at least 3 years' relevant post-qualification experience; or
- (c) have at least 5 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor or equivalent in appropriate discipline in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook; or
- (d) have at least 3 years' relevant experience including 1 year's relevant experience as Resident Works Supervisor I or equivalent in appropriate discipline in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

4. *RESIDENT SENIOR SURVEY OFFICER (ENGINEERING) (Ref: SISS/RSSO(E)/168/2026)

Candidates should have:

- (a) a Diploma or Higher Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; and
- (b) at least 7 years' relevant post-qualification experience; or
- (c) at least 7 years' relevant experience as Resident Survey Officer (Engineering) or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

5. *RESIDENT SURVEY OFFICER (QUANTITY) (Ref: SISS/RSO(Q)/169/2026)

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

6. ^#RESIDENT WORKS SUPERVISOR I (Ref: SISS/RWSI/170/2026)

Candidates should have:

- (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or
- (b) successfully completed a recognized technician apprenticeship in an appropriate discipline; or
- (c) successfully completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or
- (d) at least 5 years' experience as a skilled worker in appropriate discipline; and
- (e) at least 3 years' relevant post-qualification experience; or
- (f) at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

7. ^#RESIDENT WORKS SUPERVISOR II (Ref: SISS/RWSII/171/2026)

Candidates should have:

- (a) a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or
- (b) successfully completed a recognised technician apprenticeship in an appropriate discipline; or
- (c) successfully completed a recognised craft apprenticeship with at least 2 years' experience as a skilled worker in appropriate discipline; or
- (d) at least 5 years' experience as a skilled worker in appropriate discipline.

8. #RESIDENT ASSISTANT CLERICAL OFFICER (Ref: SISS/RACO/172/2026)

Candidates should have:

- (a) Level 2 or above in five subjects in Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent; or
- (b) Level 2 / Grade E or above in five subjects in Hong Kong Certificate of Education Examination (HKCEE) or equivalent; and
- (c) Chinese word processing speed of at least 20 word per minute and English word processing speed of at least 30 word per minute; and
- (d) knowledge in application of common business software (e.g. Microsoft Word and Excel).

9. #RESIDENT CONFINED SPACE ASSISTANT (Ref: SISS/RCSA/173/2026) (Monthly salary starting from HKD \$18,305)

Candidates should have:

- (a) hold the certificates of the following safety training courses approved by the Labour Department:
 - (1) Competent Persons of Confined Spaces Operation; and
 - (2) Certified Workers of Confined Spaces Operation; and
 - (3) Mandatory Basic Safety Training Course or eq.; and
- (b) hold the certificate of Confined Space Safety Training Course for Certified Competent Persons Engaged in DSD's Works organized by the Construction Industry Council or obtaining the certificate of this course within 6 months from the date of his/her employment; and
- (c) hold the certificate of Confined Space Safety Training Course for Certified Workers Engaged in DSD's Works organized by the Construction Industry Council; and
- (d) satisfactorily completed the basic safety training requirement for supervisory staff as listed in Table 1 of Appendix 4.8 of the Management Handbook for Direct Employment of RSS by Consultants for Public Works Projects.

Remarks:

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

*The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required.

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

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions.

We offer salary and benefits in accordance with the conditions of employment promulgated by the Government of the Hong Kong Special Administrative Region at the time of employment. Personal information contained in applications received will be used for employment-related purposes, and details of suitable candidates will be referred to the relevant Government Department for consideration. A copy of our Personal Information Collection Statement Pertaining to Recruitment will be supplied upon written request. Please send full resume stating earliest availability, present salary, contact telephone number and our reference code, and copies of qualification certificates and employment references to:

Human Resources Department
Binnies Hong Kong Limited
43/F, AIA KOWLOON TOWER, 100 HOW MING STREET,
KWUN TONG, HONG KONG
Via email: careerhk.rss@binnies.com
Website: <https://binnies.com/>

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



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:

Department of Management

Executive Officer II(s) (2 posts) (Ref: 26000077) (Closing date: June 23, 2026)

The Department of Management is looking for high calibre candidates for the post of Executive Officer II to support a new Master's programme. The appointee(s) will be assisting the Programme Director and Associate Director to launch the Master's programme and achieve the strategic goals. Irregular working hours and overseas travel may be required.

Position A: Programme Planning, Operation & Administration

The appointee will be responsible for (a) overseeing the programme and curriculum management, including assessment and quality assurance matters; (b) planning and implementing student recruiting and marketing strategies, including social media and channel management; (c) planning and executing student management, engagement, learning and development, including student communication, community building, student advising, career development programmes, and other student matters; (d) planning, designing and co-ordinating overseas study trips; (e) managing the programme operation, including budget and accounting; (f) providing administrative and committee secretarial support; (g) supervising and coaching support staff; and (h) performing any other tasks as assigned.

Position B: Stakeholder Management, Student Learning & Development Enrichment

Through close connection with CUHK's Centre for Family Business, the appointee will proactively develop, engage and leverage the extended family business ecosystems to enrich the students' learning and development experience by (a) developing and engaging internal and external stakeholders, including establishing strategic partnerships, co-ordinating meetings and follow-up, etc.; (b) supporting the programme curriculum management through stakeholder engagement and strategic input; (c) planning, co-ordinating, and delivering stakeholder-enabled student learning and development activities, including experiential learning, mentoring, career-related workshops and events, industry connection projects, regular seminars, etc.; (d) planning and implementing annual community events to connect students, internal and external stakeholders, and broader family business ecosystems; (e) planning and executing projects and initiatives to continuously advance the programme's core element about Thoughts Leadership; (f) providing administrative and committee secretarial support; (g) supervising and coaching support staff; and (h) performing any other tasks as assigned.

Applicants should have (i) a good Bachelor's degree; (ii) fulfilled the English language requirements set out on the website: <https://www.hko.cuhk.edu.hk/en-gb/languagefore>; (iii) at least 5 years' post-qualification executive experience, preferably in higher education institutions; (iv) excellent interpersonal, communication and problem-solving skills; (v) a good command of written and spoken English and Chinese (including Cantonese and Putonghua); (vi) strong self-motivation, and the ability to multitask and work under pressure; (vii) the ability to work independently and as a collaborative team member with a strong sense of responsibility and a committed attitude towards work; (viii) strong organisational, management and analytical skills; (ix) a good level of experience in programme administration, student recruiting and marketing within an education context (for Position A) or strategic stakeholder management and project management (for Position B); and (x) high computer proficiency. Having knowledge of and experience with digital media marketing will be advantageous. Shortlisted candidates will be invited to sit for a written test.

Applicants must indicate the position to be applied for, and must submit copies of certificates showing that they have fulfilled the language requirements and/or academic qualifications stated above, otherwise their applications will NOT be considered. Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, renewable subject to good performance and mutual agreement.

Application Procedure

The University only accepts and considers applications submitted online for the post above. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.



香港中文大學
The Chinese University of Hong Kong

Applications are invited for:-

Research Office

Assistant Director (at the rank of Assistant Registrar)

(Ref: 260000ZF) (Closing date: July 5, 2026)

The University is inviting applications for the post of Assistant Director in the Research Office (RO). The appointee will support the Director of the RO in carrying out the functions of the Office and serve as a key member of the management team, assisting in the coordination and implementation of research administration functions and initiatives of the University.

Key responsibilities include (a) supporting and coordinating the administration of internal and external research funding schemes and awards; assisting in the endorsement, monitoring and reporting of research grants; supporting the preparation, review and execution of research contracts and agreements; liaising with funding bodies and external partners on grant administration matters; (b) providing support to the Director in overseeing secretariat functions for University-level committees and working groups; preparing reports and submissions for internal and external stakeholders; and supporting research integrity, compliance matters, and governance processes; (c) supporting research information management, including maintaining databases and compiling statistical reports; and assisting in the preparation and implementation of research policies, guidelines, and publications; (d) assisting the Director in supervising executive and support staff as appropriate; and contributing to the coordination of workflows within the office to ensure efficient service delivery; (e) working with Faculties, Departments/Schools, the Knowledge Transfer Office and other professional/administrative units in supporting research-related services and initiatives; and (f) any other duties as assigned by the Director.

Applicants should have (i) a good university degree (postgraduate qualification will be an advantage); (ii) at least twelve years' post-qualification work experience, preferably in higher education or the public sector; (iii) high proficiency in written and spoken English and Chinese (including Putonghua); (iv) relevant experience in research grants and/or contracts administration or related areas; (v) good analytical and problem-solving skills; (vi) strong organizational and interpersonal skills; (vii) the ability to work independently and under pressure; and (viii) sound computer literacy. Experience in research grant management, as well as research policy, compliance, or governance, would be an advantage.

Appointment will initially be made on a 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>.

Be the first in town to reach elite career seekers
T: 2565 8822 E: classified@scmp.com



ENGINEERING & TECHNOLOGY



Water Supplies Department
Contract No. 4/WSD/19

Development of Anderson Road Quarry Site – Construction of Grey Water Treatment Plant

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for Contract No. 4/WSD/19 – Development of Anderson Road Quarry Site – Construction of Grey Water Treatment Plant. The works comprise construction of a grey water treatment plant for the Anderson Road quarry site development. The construction of the plant commenced in the third quarter of 2020. Treated grey water will be gradually supplied to tie in with the development progress of the area and its population intake.

*RESIDENT SURVEY OFFICER (QUANTITY) (Ref: GW/RSO(Q)/174/2026)

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

Remarks:

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions.

*The possession of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or equivalent is required.

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:

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

Human Resources Department
Binnies Hong Kong Limited
43/F, AIA KOWLOON TOWER, 100 HOW MING STREET,
KWUN TONG, HONG KONG
via email: careerhk.rss@binnies.com
Website: <https://binnies.com>

EDUCATION

School-based NET

HHCKLA Buddhist Wisdom Primary School (Sheung Shui) is currently recruiting the position of NOT under the EDB NET Scheme in September, 2026.

1. Candidate must be a recognized degree holder;
2. Holder of TEFL/TESOL qualification (at least at certificate level)
3. Experience in teaching reading and phonics;
4. Proficient in making learning materials and utilizing IT tools for teaching;
5. Help to organize and be in charge of English related extra-curricular activities;
6. Monthly salary: HK\$28,000 - \$30,000

Please send full CV by email to hr@wisdom.edu.hk or fax to 2668 0278. Information provided will be used for recruitment purpose only.

Classified Post

S.K.H. Li Ping Secondary School

Recruitment of the School Principal (PI)

S.K.H. Li Ping Secondary School is a Christian secondary school with the motto: "Take the water of life." We implement whole person education, striving to nurture students for holistic development so that they may become honest, confident, self-disciplined, caring, purposeful, adaptive, righteous and responsible to themselves, their families, the school, and society, thereby becoming good citizens.

The Incorporated Management Committee of the school is now inviting applications for the position of the Principal to assume duty on 1st September 2026.

Applicants must meet the following requirements:

1. Agree with the educational mission of the school sponsoring body and the educational philosophy of the school;
2. Fulfill the requirements and professional qualifications for a Principal as prescribed by the Education Bureau;
3. Be familiar with the Hong Kong education system and school operation, and possess a broad educational vision;
4. Demonstrate strong leadership, organizational, planning, implementation and management skills;
5. Possess excellent command of both Chinese and English, with strong communication skills

Applicants are required to submit the application letter in English and Chinese with full resume, a brief description of philosophy and ambitions in education, together with the contacts of two referees by 24th June 2026 to:

Chairman of Principal Selection Committee,
c/o S.K.H. Li Ping Secondary School,
450 Wo Yi Hop Road,
Tsuen Wan, N.T.

Please state "Application for Principal" on the envelope.

All personal data collected will be treated in strict confidence and will only be used for recruitment-related purpose.

Check our website for available roles and the application process.

Discover Career Opportunities

RECRUITMENT SEASON NOW OPEN!

Kindergarten to Year 12

Join the ONLY Australian International School in Hong Kong

Check our website for available roles and the application process.

EDUCATION BUREAU

Non-Civil Service Vacancies

- (i) Curriculum Support Officer [Science, Technology, Engineering, Art and Mathematics (STEAM)] (EDB/ITE/149/26)
- (ii) Curriculum Support Officer (STEAM)2 (EDB/ITE/150/26)

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

Closing Date for Application: 26 June 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) / 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, adaptable 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 or before 27 June 2026. Appointment period will start from August, 2026.

GENERAL

Be the first in town to reach elite career seekers



AGRICULTURE, FISHERIES AND CONSERVATION DEPARTMENT

Assistant Inspector of Works (Civil Service Vacancy)

Salary: Master Pay Scale Point 13 (HK\$31,795 per month) to Master Pay Scale Point 23 (HK\$51,545 per month)

Closing Date for Application: 19 June 2026

Tel. Enquiry: 2150 6687

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

T: 2565 8822
E: classified@scmp.com

Classified Post



GOVERNMENT FLYING SERVICE

Aircraft Technical Officer (Airframe/Engine) (Civil Service Vacancies)

Salary: Disciplined Services (Rank and File) Pay Scale Point 4 (HK\$24,765 per month) to Disciplined Services (Officer) Pay Scale Point 7 (HK\$45,715 per month)

Closing Date for Application: 25 June 2026

Tel. Enquiry: 2305 8356

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

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Classified Post

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 June 20, 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.



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

The Pneumoconiosis Compensation Fund Board ("the Board") is inviting eligible candidate to join our team for the exciting opportunity below:

Prevention, Rehabilitation and Research Officer

Key Responsibilities:

- Manage sponsorship applications supporting the Board's prevention, rehabilitation, and research functions, including coordinating application review and vetting; liaising with applicants and providing follow-up; monitoring approved projects and financial submissions to enable timely disbursement of funds and conducting due diligence;
- Support the planning, coordination and delivery of programmes and projects under the Board's prevention, rehabilitation and research functions;
- Provide secretariat and administrative support, including preparing meeting papers, coordinating meeting logistics, liaising with internal and external parties, handling enquiries, and consolidating information for management reporting and record-keeping;
- Implement integrated promotion and corporate communications for the Board's projects, including leveraging social media and other digital platforms; and
- Perform other duties as assigned by management.

Requirements:

- Degree holder or above;
- 5 years of relevant experience in funded project management, event management, digital or online marketing and promotion, communication;
- Experience in public or non-governmental organizations is preferred;
- Proficient in using computer software (MS Office), multimedia production (graphic design, short clips production) and social media applications;
- Strong interpersonal and coordination skills, creative, presentable, dynamic, independent and able to handle multiple tasks under tight deadline schedules;
- Strong communication skills and good command of spoken and written English and Chinese.

Applicants should send a covering letter and detailed curriculum vitae, with present/last expected salary and date of availability by email to recruit04@pcf.org.hk or by post in an envelope marked "Confidential" to Human Resources and Administration Manager, Pneumoconiosis Compensation Fund Board, 15/F., Nam Wo Hong Building, 148 Wing Lok St, Sheung Wan, Hong Kong at or before 5 pm on 25 June 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.pcf.org.hk.



社區伙伴
Partnerships for
Community
Development

Established in Hong Kong in May 2001, Partnerships for Community Development (PCD) is a community development organisation that works in mainland China and Hong Kong to promote sustainable living. It was established and continues to be funded by the Kadoorie Foundation (via a stream of funds allocated by the Hon. Mrs McAulay).

PCD is committed to working with communities to explore ways of leading a dignified and sustainable life in harmony with others and nature. Our working approaches are cultural reflection, nurturing community facilitators, and building networks and platforms to promote sustainable living.

The Hong Kong Programme was launched in 2020. It aims to raise awareness of environmental crises and encourage reflection on mainstream culture, especially the ecological and social impacts of market-driven economic development. We foster an eco-centric worldview. Our work has four themes: Transformative Learning, Building Community Resilience for Climate Change, Community Economy, and Culture and Community Building. We partner with various groups to build local networks and explore pathways to sustainable living together.

Programme Coordinator — Hong Kong

The Programme Coordinator is a senior management role, primarily responsible for developing, managing and coordinating PCD's Hong Kong Programme. Adopting a consensus decision-making work culture, s/he will identify programme intervention points, conduct needs assessments, and facilitate, appraise, process, monitor and review programme initiatives. S/he will also develop new partnerships and networks, facilitate strategic dialogues with relevant stakeholders, and keep abreast of developments, trends, policies, and practices, as well as issues affecting the development of the Hong Kong Programme. S/he will also facilitate and support information flow within PCD and with other organisations in the sustainable living movement. This is a 2-year (renewable) contract, HK-based position.

Requirements

1. At least 10 years' experience in community development and programme management in Hong Kong, and solid team management experience.
2. Commitment, skills and experience in participatory development, networking, strategic programme planning and context analysis, facilitating workgroups, budgeting, and financial management.
3. Strong analytical, conceptual, and creative problem-solving skills. Open-minded, visionary, and able to work with a non-project framework to effect change.
4. Extensive networks in NGO, citizen network, community development and philanthropic sectors in Hong Kong and other parts of Asia.
5. Cross-cultural understanding and perspectives, awareness and appreciation of differing worldviews.
6. Strategic Communication, ability to articulate complex concepts, and ability to communicate with and learn from a wide variety of people.
7. Ability to work independently and in a team.
8. Strong written and spoken communication skills in both English and Chinese (Cantonese and Putunghua).

PCD (<http://pcf.org.hk>) is an equal-opportunity employer. Interested candidates should send their CVs with the position applied, expected salary, relevant experience and reasons for interest to: info@pcf.org.hk.

Application Deadline: 31 July 2026

Interviews: Mid-August 2026

Applicants not invited for an interview by 15 September 2026 should consider their applications unsuccessful.

Classified Post

GENERAL

Hong Kong Artificial Intelligence Research and Development Institute Company Limited (AIRDI)

Recruitment of

Chief Executive Officer (CEO) and Chief Operating Officer (COO)

The Hong Kong Artificial Intelligence Research and Development Institute Company Limited (AIRDI), incorporated in January 2026, is a private limited company wholly owned by the Government of the Hong Kong Special Administrative Region (HKSAR). The objective of the AIRDI is to advance the AI+ initiative in alignment with the National 15th Five-Year Plan Outline and accelerate the development of a vibrant AI ecosystem in Hong Kong by facilitating upstream R&D, midstream and downstream transformation of R&D outcomes, as well as expansion of application scenarios. The vision is to leverage the AIRDI to develop Hong Kong into an international AI R&D hub.

For more information about the AIRDI, please refer to <https://www.legco.gov.hk/yr2025/english/fe/papers/p25-46e.pdf>

Press Release - Government announces appointments to Board of Directors of Hong Kong Artificial Intelligence Research and Development Institute <https://www.info.gov.hk/gia/general/202603/12/P2026031200378.htm>

Main Responsibilities of Chief Executive Officer (CEO)

The CEO serves as the executive head taking full responsibility for the overall success and performance of the AIRDI. The CEO works under the steer and delegated authority of the Board of Directors and reports to the Board. The CEO's main responsibilities include:

- to formulate effective strategies, business plans and technology roadmaps for the AIRDI, and make recommendations to the Board of Directors for the realisation of the AIRDI's public missions, including but not limited to the missions set out in para. 13 of the Legislative Council Paper FCR(2025-26)46 (<https://www.legco.gov.hk/yr2025/english/fe/papers/p25-46e.pdf>);
- to provide strong leadership in the development of the AIRDI as an organisation of R&D, technological and management excellence;
- to build the AIRDI's R&D capabilities, uphold the quality of project proposals and deliverables, develop and manage the AIRDI's high-impact R&D programmes, and attract high calibre researchers to join the AIRDI in these endeavours;
- to formulate effective strategies and oversee the implementation of a Fellowship system to attract outstanding local, Chinese Mainland and international AI talent;
- to implement an effective strategy for driving the commercialisation and realisation of R&D results, including the spin-off or transfer of technologies developed by the AIRDI, IP licensing, revenue generation, investment and venture building and, where appropriate, equity or shareholding arrangements;
- to foster exchanges and collaboration with local, Chinese Mainland and international I&T organisations, tertiary institutes, R&D centres, industry partners, investors, accreditation bodies and standards organisations for the development, adoption and commercialisation of AI;
- to develop a management structure and implement management practices of a high standard in relation to risk management, corporate governance and public accountability;
- to oversee the resource allocation for R&D projects, computing infrastructure, as well as talent attraction;
- to oversee the allocation of financial, human and technological resources;
- to achieve the key performance indicators and other targets set by the Board of Directors;
- to engage the government, industry, academia and research institutes in Hong Kong to create synergy and optimise the AIRDI's contribution;
- to serve as the primary liaison with the Board of Directors, shareholders, the Government, employees, external stakeholders, the media and the public to communicate the performance, strategies and values of the AIRDI;
- to ensure that the AIRDI complies with legal and regulatory requirements, implements robust risk-management frameworks, and upholds corporate governance standards; and
- to oversee the day-to-day operation of the AIRDI to maintain a motivated work force.

Core Competencies of Chief Executive Officer (CEO)

The CEO should be a person of high calibre and possess the following attributes and qualifications:

- significant experience in senior administrative and leadership positions in multidisciplinary, multinational companies or institutions where the development, application and commercialisation of technologies are key drivers of success;
- proven people management, communication, team building, stakeholder engagement and resource allocation skills;
- strong management skills and extensive experience in strategic business development and the building of strong business networks;
- excellent knowledge and understanding of AI and global technological and market trends with a good network of contacts in business, technology, investment and commercialisation circles in Hong Kong, Chinese Mainland and internationally; hands-on experience in R&D, especially on AI, technology commercialisation, IP licensing, venture building and/or investment management, will be highly desirable;
- ability to work with different sectors and stakeholders effectively, including but not limited to the Board, government officials, staff at different levels, industrial and technological communities, business, financial, academic and public sectors, as well as the media;
- high personal integrity and commitment to the HKSAR and a strong sense of mission to contribute to the Hong Kong economy as well as passion for and belief in I&T development in Hong Kong, with a deep desire to achieve it; and
- excellent interpersonal and communication skills, with fluency in Chinese (preferably both Cantonese and Putonghua) and English.

Main Responsibilities of the Chief Operating Officer (COO)

The COO is the head taking full responsibility for the operation of the AIRDI. The COO works under the steer and delegated authority of the CEO and reports to the CEO. The COO's main responsibilities include:

- to assist CEO in planning and implementing policies and procedures relating to the AIRDI's corporate matters;
- to plan, coordinate and deliver exchanges and collaboration initiated by the CEO with external parties, such as local, Chinese Mainland and international I&T organisations, tertiary institutes, R&D centres, industry partners, investors, accreditation bodies and standards organisations;
- to supervise, oversee and optimise the R&D operations of the AIRDI, including but not limited to co-ordinating internal divisions including administrative, financial, talent acquisition and retention strategy and logistical functions, as well as overseeing the implementation of research strategies and policies, assessment of research initiatives, IP licensing, technology transfer, formulation of detailed plan and overseeing the implementation of "Call for Proposal" Scheme and "Fellowship" Scheme;
- to oversee and optimise business processes, procedures and policies, and to drive continuous improvements in strict compliance with standard practices and quality control;
- to drive continuous improvement in operations and ensure strict compliance with the AIRDI's standards;
- to oversee company secretarial matters to ensure compliance with statutory and regulatory requirements;
- to prepare and review all documentation to the Board of Directors of the AIRDI, including board papers, related management reports and presentation decks;
- to be responsible for all facilities management, IT operations, safety management, data protection, cybersecurity, AI ethics, and responsible-AI governance and privacy concerns;
- to lead, design and ongoing monitor the performance metrics for R&D outcomes, talent acquisition and partnership programmes;
- to review all business-related documents to ensure they do not contain issues that may tarnish the AIRDI's reputation;
- to manage the day-to-day operation of the AIRDI, including financial planning and budgeting, and human resource planning and recruitment, so as to maintain a motivated work force and operate within budgets; and
- to work closely with the Digital Policy Office of the HKSAR Government and answer its enquiries.

Core Competencies of Chief Operating Officer (COO)

The COO should be a person of high calibre and possess the following attributes and qualifications:

- proven people management, communications, team leadership, stakeholder engagement and resource allocation skills;
- strong management skills and extensive experience in building up strong business network and administration;
- good knowledge and understanding of AI and global technological market trends with a good network of contacts in business and technology circles in Hong Kong, Chinese Mainland, and internationally; hands-on experience in R&D, especially on AI, will be highly desirable;
- ability to work with different sectors and stakeholders effectively, including but not limited to the Board, government officials, staff at different levels, industrial and technological communities, business, financial, academic and public sectors, as well as the media. Government or public sector experience is desirable;
- passion for and belief in I&T development in Hong Kong, with a deep desire to achieve it; and
- excellent interpersonal and communications skills with fluency in Chinese (preferably both Cantonese and Putonghua) and English.

Indicative Remuneration Package

The CEO and the COO will be employed on a contract basis for an initial term of up to three years, renewable upon agreement between AIRDI and the employee. The indicative remuneration packages are approximately HK\$4 million per annum for the CEO and HK\$2.5 million per annum for the COO. The exact packages are subject to negotiation depending on the experience and calibre of the selected candidates.

Application

For the position of CEO, please send an application letter with a detailed curriculum vitae to CEO_AIRDI@egonzehnder.com. For the position of COO, please send an application letter with a detailed curriculum vitae to COO_AIRDI@egonzehnder.com. The application deadline is 4 July 2026. All personal information provided by applicants will be kept strictly confidential and will only be used for purposes related to recruitment for the position applied for. Applicants who are selected for an interview will normally receive an invitation within 8 weeks of the closing date. Applicants who are not invited for an interview may consider their applications unsuccessful.

The AIRDI is an equal opportunity employer and is committed to ensuring that the AIRDI does not discriminate in employment. All persons who meet the basic entry requirements can apply for the positions, regardless of disability, gender, marital status, pregnancy, age, family position, sexual orientation and race.

DIGITAL POLICY OFFICE

Computer Operator II
(Civil Service Vacancy)

Salary: Master Pay Scale Point 6 (HK\$20,770 per month) to Master Pay Scale Point 15 (HK\$35,080 per month)

Closing Date for Application:

26 June 2026 6:00 p.m. Hong Kong Time

Closing Date for Submission of Supporting Documents:

3 July 2026 6:00 p.m. Hong Kong Time

(Only online applications are accepted. Applicants **MUST** also submit online a resume and supporting documents of the relevant working experience 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.

AGRICULTURE, FISHERIES AND
CONSERVATION DEPARTMENT

Non-Civil Service Vacancy

Education Resources Officer

Salary: \$38,505/month

Closing Date for Application: 19 June 2026

Tel. Enquiry: 2150 6964

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.

ENGINEERING & TECHNOLOGY



Water Supplies Department
Contract No. 21/WSD/21

Relocation of Diamond Hill Fresh Water and Salt Water Service Reservoirs to Caverns

The Hong Kong office of BINNIES (formerly known as BLACK & VEATCH) is now seeking applicants to fill the following site staff posts for Contract No. 21/WSD/21 – Relocation of Diamond Hill Fresh Water and Salt Water Service Reservoirs to Caverns. The works mainly comprise construction of the relocated Diamond Hill Fresh Water and Salt Water Service Reservoirs and the associated pumping stations, the required caverns, tunnel and adits, and laying of water mains of diameters ranging from 250mm to 800mm with an approximate total length of 13km.

1. RESIDENT WORKS SUPERVISOR I (GEOTECHNICAL)
(Ref: DHSR/RWS(G)/219/2026)

Candidates should have

- a Certificate from Construction Industry Council in Hong Kong (CIC) / Hong Kong Institute of Construction (HKIC) / Hong Kong Institute of Vocational Education (IVE) / Technical Institute or College (TI/TC) / Hong Kong Polytechnic University / Polytechnic (Poly) or equivalent in an appropriate discipline; or
- completed a recognized technician apprenticeship in an appropriate discipline; or
- completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or
- 5 years' experience as a skilled worker in appropriate discipline; and
- at least 3 years' relevant post-qualification experience; or
- at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.
- with experience in mined tunnel construction and a current Resident Explosives Supervisor (RES) certificate issued by the Mines Division of the Civil Engineering and Development Department will be given priority.
- with experience in supervision of tunnel construction will be given priority.

2. RESIDENT WORKS SUPERVISOR I (Civil)
(Ref: DHSR/RWS(C)/220/2026)

Candidates should have

- a Certificate from CIC/HKIC/IVE/TI/TC/Poly or equivalent in an appropriate discipline; or
- completed a recognized technician apprenticeship in an appropriate discipline; or
- completed a recognized craft apprenticeship with 2 years' experience as a skilled worker in appropriate discipline; or
- 5 years' experience as a skilled worker in appropriate discipline; and
- at least 3 years' relevant post-qualification experience; or
- at least 3 years' relevant experience as Resident Works Supervisor II or equivalent in public works projects or recognized projects listed in Section 4.5.2 of the RSS Management Handbook.

Remarks:

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

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

The possession of a Construction Industry Safety Training Certificate or equivalent certification is required for the above positions.

The incumbents of above positions will be required to work irregular hours, overtime and shifts (including Saturdays, Sundays and public holidays) and to carry out supervision duties in Mainland China or overseas if necessary.

Where a large number of candidates meet the specified entry requirements, we may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend a recruitment interview.

We offer salary and benefits in accordance with the conditions of employment promulgated by the Government of the Hong Kong Special Administrative Region at the time of employment. Personal information contained in applications received will be used for employment-related purposes, and details of suitable candidates will be referred to the relevant Government Department for consideration. A copy of our Personal Information Collection Statement Pertaining to Recruitment will be supplied upon written request. Please send full resume stating earliest availability, present salary, contact telephone number and our reference code, and copies of qualification certificates and employment references to:

Human Resources Department
Binnies Hong Kong Limited
43/F, AIA KOWLOON TOWER, 100 HOW MING STREET,
KWUN TONG, HONG KONG
or via email: careerhk.rss@binnies.com
Website: <https://binnies.com>

(Please state the reference code in the email subject if you are applying via email)

HEALTHCARE



Established in 1963, Hong Kong Baptist Hospital is a Christian and non-profit making private hospital dedicated to serving the public and striving to achieve our mission of "In the service of man, for the glory of God". To cope with our continuing growth, we would like to invite high calibre candidates to join our Hospital.

Department Manager (Pharmacy)

- Degree holder in Pharmacy; higher academic qualification is desirable; preferably with management training
- Holder of Certificate of Registration with valid practising certificate issued by the Pharmacy and Poisons Board of Hong Kong
- Minimum 15 years hospital clinical experience in pharmacy, including solid management experience
- Responsible for the planning and development of the Pharmacy Department
- Manage the staff and operation of the Pharmacy Department to provide quality service and monitor the efficiency, effectiveness and quality of the services provided
- Coordinate and enhance the operations of Allied Health Departments
- Establish, implement and monitor the medication safety policy and standard to ensure the safe use of medication in the hospital
- Good communication, interpersonal and leadership skills, and commitment to patient care
- Good command of written and spoken Chinese and English

We offer attractive remuneration package and fringe benefits to the right candidates. Interested parties please apply with full resume and expected salary to Human Resources Department, Hong Kong Baptist Hospital, 7/F, HKBH 105 Plaza, 105 Wai Yip Street, Kwun Tong, Kowloon, by email to hr@hkbh.org.hk or by fax to 2339 4575 on or before 24 June 2026.

The information provided will only be used for recruitment related purposes. All personal information on unsuccessful candidates will be destroyed within 6 months.

Looking for high-flyers?
Here's the perfect platform for you

T: 2565 8822
E: classified@scmp.com

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

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HOTELS, CATERING & TOURISM

GOVERNMENT APPOINTMENTS

Two Edicts Wanchai is looking for:

**Kitchen Manager
Filipino Chef**

Interested candidates whatsapp 9760 0319
email twoeditsrestaurant@gmail.com

Cook

(Indian and Pakistan Cuisine)

Monthly salary \$18,820
9 hrs per day, (11A.M.-9P.M.)
6 days per week,
Primary 6,
1 year experience required.
Sham Shui Po

Recruitment is conducted
through the Labour Dept.
Please call (2969 0888).
For enquiry (61-53244)

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GENERAL

Ref No.: ELS2026-53386

Hiring - (Stock Keeper)
Job Vacancy Number (53386)

Requirement:

- Secondary 3
- 1 Year of relevant experience
- Fair spoken & written English and little spoken & written Hindi
- Fair written English & little written Hindi

Working location: Sha Tin
Working hours: 09:30am – 16:30pm
(including 1-hour meal break)
5 days per week, 6 hours per day
Salary: HKD 15,280

Recruitment is conducted through the Labour Department, please call: 2969 0888 for enquiry or interview arrangement.

Looking for high-flyers?
Here's the perfect platform for you

T : 2565 8822

E : classified@scmp.com

Classified Post



The Employees Retraining Board (ERB) is excited to announce its upcoming transformation into Upskill Hong Kong. We are a statutory body dedicated to providing training courses and supporting services for Hong Kong residents aged 15 or above. Our vision is to foster a future-ready, resilient and high-quality manpower pool for the knowledge-based economy of Hong Kong. Our mission is to cultivate a culture of lifelong learning and empower individuals to thrive in a constantly evolving job market. To achieve this, we are looking for high-calibre talents to join our new organization in Kowloon Bay and contribute to shaping the future workforce of Hong Kong.

**(1) Senior Manager
(Digital Learning and Course Development)**
(Ref: SM(DLCD)-6/26)

Major Responsibilities:

- To formulate and implement course development and digital and media learning policies, and further develop training courses on AI and IT applications in line with ERB's strategic plans;
- to lead and coordinate implementation projects for digital learning systems and platforms, liaise with user divisions, stakeholders, and service providers to deliver online and blended training/ learning portfolios;
- to oversee digital learning projects from conception to delivery, providing technical expertise to support course development and leading the production of dynamic and interactive learning materials, including AI-enhanced videos;
- to prepare papers and reports on digital learning policy and implementation progress for consideration by the Board and its Committees;
- to organize training workshops, seminars, and showcases to build and promote online learning capability;
- to provide technical support for train-the-trainer activities through the online learning platform;
- to manage multimedia development projects to support teaching and learning activities; and
- to undertake other duties as assigned by supervisors.

Entry Requirements:

- A recognized university degree with a minimum of 15 years' post-degree working experience, of which at least 5 years at senior managerial level;
- experience in managing educational projects, teaching and learning, and producing learning materials, videos, and content for continuing education. Exposure to vocational training and/or retraining is preferred;
- strong track record in developing and operating online learning management systems and solutions for educational institutions;
- working knowledge of e-learning development tools and LMS administration; experience with Blackboard LMS is an advantage;
- specialized expertise in virtual learning and immersive technologies, including creative media and video production, studio setup and management, and digital editing;
- knowledge of course accreditation and blended/online course development is an advantage;
- familiarity with AI applications in multimedia content creation is desirable;
- excellent communication and leadership skills, outcome-oriented, and able to work in a multidisciplinary team under pressure; and
- good command of English and Chinese.

- Applicants with less experience may be considered for appointment as Manager, or other related positions should suitable vacancies arise.

**(2) Senior Manager
(Digital Technology and AI Governance)**
(Ref: SM(DTAI)-6/26)

Major Responsibilities:

- To formulate and implement ERB's digital policies and strategies relating to information technology (IT), cybersecurity, AI and data governance;
- to oversee IT operations, system resilience, cybersecurity, service management and business continuity arrangements for internal and outsourced information systems;
- to lead, plan, prioritise and deliver digital transformation and system enhancement projects;
- to advise user divisions on technology feasibility, system enhancements, cybersecurity measures, AI and data governance requirements for digital initiatives and online services;
- to manage vendors, consultants and service providers, and monitor contract performance and project deliverables; and
- to prepare papers, reports and management updates for the Board, committees and senior management; and
- to undertake other duties as assigned by supervisors.

Entry Requirements:

- A recognized university degree in Computer Science, Information Systems, Information Technology, Data Science, Cybersecurity, Engineering, Business Technology Management or a related discipline, with a minimum of 15 years' post-degree working experience, of which at least 5 years at senior managerial level;
- proven experience in leading enterprise technology functions, digital transformation programmes, system integration projects, cybersecurity, service resilience and technology governance, preferably with experience in a public organisation, statutory body, education, training or service-delivery environment;
- sound knowledge of IT and data governance, cybersecurity, privacy protection, system architecture, cloud or hybrid infrastructure, vendor management, business continuity and technology risk management;
- practical knowledge of AI governance and strong capability in project management would be advantage;
- has good knowledge of the operation and work values of Government Departments and / or public organizations;
- proactive, dynamic, result-oriented and has high sense of integrity;
- excellent leadership, analytical, organizational and interpersonal skills; and
- excellent command of English and Chinese.

Remuneration and Terms:

ERB is an equal opportunity employer. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **25 June 2026**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.

GENERAL

CHELLARAM FOUNDATION

Executive – Philanthropy & Social Investment

Location: Hong Kong

The Chellaram Foundation seeks Young and Purpose driven **Executive, 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:

- a) Assist in identifying and evaluating appropriate charitable and impact projects
- b) Conduct Due Diligence on upcoming projects
- c) Monitoring and Promotion of funded projects
- d) Assist in Impact Assessment
- e) Building relationships with Organizations having similar Objectives.

Requirements:

- Min Graduate in Social Science or similar stream
- Passion for social good, aligned with values of transparency, honesty and humility
- Min 2-3 Yrs Experience in philanthropy, grant making, social investment or related fields
- Strong analytical and research skills
- Excellent communication and relationship building abilities
- Strong IT Skills particularly in Digital Space

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



InvestHK

The Government of the Hong Kong
Special Administrative Region

Associate Director-General of Investment Promotion

Department – Invest Hong Kong

Job number: 50078 (Ref: ADG/01/2026)

Salary: HK\$194,825 per month (equivalent to Directorate Pay Scale Point 2)

Duties

Associate Director-General of Investment Promotion (ADG) is required to assist the Director-General of Investment Promotion (DGIP) to lead and manage Invest Hong Kong in achieving its mission. His/her main duties include –

(a) Performance Management Responsibilities:

- assist the DGIP in leading and managing the department, including the Industries Coverage Group, Geographical Coverage Group and other teams as assigned by DGIP from time to time;
- develop and execute related business strategies and plans on inward investment promotion to ensure fulfilment of performance targets, smooth business operations, and effective budget utilisation;

(b) Key Clients Engagement:

- service key clients including prospective investors and aftercare companies, in order to encourage them to establish or expand their business operations in Hong Kong;
- engage and develop partnerships with multipliers, including foreign consulates and chambers, local chambers and trade and professional associations, to maximise the reach and breadth of investment promotion efficiencies;

(c) Stakeholders Engagement:

- engage and develop partnerships with relevant policy bureaux, government departments, statutory bodies and public organisations, so as to generate synergies, maximise work effectiveness, and enhance service quality in attracting inward direct investment;
- provide structured feedback on the Hong Kong business environment to relevant policy bureaux and government departments, with a view to facilitating the continuous improvement of Hong Kong's competitiveness and attractiveness as an investment location;

(d) Publicity and Media Engagement:

- assist DGIP to organise and participate in local and global inward investment promotion activities, including business events, media engagement, and publicity drives, with a view to representing the department to promote Hong Kong's unique advantages and opportunities and attract potential investors;

(e) Learning and Growth:

- steer, train, and guide team members to sustain future performance and drive a performance-driven culture;
- create an environment of ongoing personal and team learning and development;
- lead by example, and encourage team members to demonstrate a passion for public service, dedication to duty, integrity, and accountability to ensure compliance with government regulations and guidelines

Entry Requirements

Candidates must be permanent residents of the Hong Kong Special Administrative Region (HKSAR) at the time of appointment and should possess by the application deadline –

- (a) At least 10 years of administrative and managerial experience, preferably with client-facing experience including leading and managing client relationship, knowledge and experience related to marketing, business development, investment promotion in financial services and/or professional services sectors;
- (b) A Bachelor or post-graduate degree from a university in Hong Kong, or equivalent;
- (c) Strong leadership and management capabilities, good communication and public speaking skills;
- (d) An international perspective with a good understanding of the Chinese Mainland and Hong Kong business environment, Hong Kong's unique role and contributions to the national policies; and
- (e) A good command of both written and spoken Chinese (Cantonese and Putonghua) and English.

Terms of Appointment

The successful candidate will normally be appointed on non-civil service agreement terms for three years. Renewal of agreement is subject to the discretion of the Government.

Fringe Benefits

- (a) The appointee will be entitled to housing benefits, vacation leave with leave passage allowance commensurate with a position of comparable seniority, and medical and dental benefits, subject to meeting the eligibility criteria as stipulated in the regulations relating to provision of such benefits.
- (b) The appointee will be subject to the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and will be required to make an employee's contribution to a Mandatory Provident Fund (MPF) scheme. Upon satisfactory completion of the agreement, the appointee will be eligible for an end-of-agreement gratuity which, when added together with the Government's contribution to the MPF scheme, equals 15% of the total basic salary of the ADG post drawn during the agreement period.

How to Apply

Applicants must submit the following items on or before **22 June 2026, 5:00 p.m. (Hong Kong time)**:

- (a) an on-line application by using the G.F. 340 On-line Application System at the Civil Service Bureau's website (<http://www.csb.gov.hk>); and
- (b) a letter briefly stating why they are considered suitable for this position and a full curriculum vitae setting out details of academic qualifications and work experience to support that the entry requirements have been met to the email address: ADGrecruitment@investhk.gov.hk.

Submission of relevant copies of the relevant qualification documents are not required at this stage of application.

Applications which are late, incomplete (including without the required documents as stated above) or submitted by means other than those stated above will not normally be considered. Candidates who are selected for interview will normally receive an invitation in about four to eight weeks from the closing date of the application but this timing is subject to change without prior notification to candidates. Those who are not invited for interview may assume that their applications are unsuccessful. As invitations or requests for supplementary information will be sent to applicants by email, applicants should provide an accurate email address on the application form and are responsible for checking their emails.

Email Address: ADGrecruitment@investhk.gov.hk

Enquiry Tel. No.: (852) 3107 1031

Closing Date: 22 June 2026, 5:00 p.m. (Hong Kong time)

General Notes

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) 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.
- (c) Non-Civil service vacancies are not posts on the civil service establishment. The candidate appointed is not on civil service terms of appointment and conditions of service. They are not a civil servant and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the Government may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, they will be invited to attend the selection interview/written examination without being subject to further shortlisting. Candidates who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <https://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by email to the designated email account (ADGrecruitment@investhk.gov.hk) upon request.

Classified Post

readers are confident, competent and career-oriented

T : 2565 8822

E : classified@scmp.com

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