



Deputy Executive Director

The Hong Kong Tourism Board (HKTb) is a government-subsvented organization dedicated to promoting Hong Kong as a premier travel destination worldwide, while enhancing the visitor experience. Our mission is to maximize the social and economic contributions of tourism to the Hong Kong community, reinforce the city's position as Asia's World City and strengthen its reputation as a world-class tourist destination. For more information, please visit <https://www.discoverhongkong.com/>.

The Position

Reporting directly to the Executive Director, the Deputy Executive Director plays a pivotal leadership role in advancing Hong Kong's global positioning as a premier travel destination. The incumbent will support the formulation and execution of the HKTb's overall strategy, ensuring effective delivery and alignment across the Chinese Mainland and all international markets in line with organizational priorities.

Key responsibilities include:

- Overseeing all Chinese Mainland and Worldwide Offices to develop and implement strategic business plans.
- Enhancing Hong Kong's market positioning and driving performance across regions.
- Ensuring optimal allocation of resources, monitoring performance outcomes and fostering constant improvements of operational effectiveness.
- Leading global market development by identifying emerging tourism trends and opportunities and translating them into actionable strategies.
- Supporting and implementing global marketing initiatives and trade engagement efforts to reinforce Hong Kong's competitiveness.
- Ensuring consistency and quality in execution of the organization's initiatives, promoting accountability and driving continuous improvement.
- Representing HKTb at major international business events and cultivating strong partnerships with global and regional stakeholders, including tourism organizations, trade partners, industry bodies and relevant government agencies.

The Person

The candidate must be a seasoned executive with international exposure and have:

- University degree or above in Marketing, Business Administration, Hotel and Tourism Management or a related discipline.
- At least 20 years of relevant experience, including a minimum of 10 years in senior general management roles within multinational organizations.
- A proven track record in driving business performance, developing agile marketing strategies and leading cross-regional teams.
- Deep knowledge of the tourism industry and travel trade, with the ability to formulate and execute medium- to long-term strategies and deliver measurable results.
- Commercial acumen, strategic vision and extensive experience in strategic planning, performance and risk management, customer-centric thinking and people management.
- A culturally aware and adaptable approach, with excellent interpersonal, influencing and leadership skills.
- Articulate communication abilities, with proven experience in media and public engagement.
- Professionalism, diplomacy, and sound judgment to build trusted relationships and drive alignment across diverse stakeholders.

Applications - HKTb welcomes applications from individuals of diverse backgrounds who are committed to contributing to the development of tourism in Hong Kong. Applications should be directed to talenthr@hktb.com.

Only shortlisted applicants will be contacted. Personal data provided by applicants will be kept in strict confidence and used solely for recruitment and employment-related purposes, in accordance with HKTb's personal data policies. By submitting your application, you acknowledge that you have read, understood, and accepted HKTb's Personal Information Collection Statement Pertaining to Job Application at <https://www.discoverhongkong.com/content/dam/dhk/intl/corporate/about-hktb/jobs-opportunity/picsja.pdf>.

We are an equal opportunities employer.



香港中華基督教青年會 Chinese YMCA of Hong Kong

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

Head of Camp, Recreation & Sports Ref: ES/07/26

Responsibilities:

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

(Remark: The internal title of this position is Executive Secretary (Camp, Recreation & Sports))

Requirements:

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

We offer 5-day work with good remuneration and fringe benefits, including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity/paternity leave, study subsidy and medical insurance to the right candidate on a contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to hrrcruit@ymca.org.hk **on or before 24th July 2026**.

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

San Tin Technopole Company Limited (STTCL) Chief Executive Officer (CEO)

The STTCL is a company wholly owned by the Financial Secretary Incorporated. The company will oversee the I&T industry park covering 210 hectares of new I&T land in San Tin Technopole. Strategically, the San Tin Technopole will offer large-scale land and infrastructure to advance key sectors highlighted in the Hong Kong I&T Development Blueprint. This includes life and health technology, artificial intelligence (AI), robotics, microelectronics, smart devices, new materials, new energy, and green technology. To fuel Hong Kong's I&T development, STTCL will also focus on building Hong Kong's I&T industrial system forming a comprehensive ecosystem with the Loop to accelerate research & development (R&D), prototyping, and mass production. The company will develop the relevant I&T land in phases under progressive models according to the Conceptual Outline of the Development Plan for the I&T Industry in the San Tin Technopole.

The key objectives of STTCL:

- to establish, develop, manage and operate the I&T industry park in San Tin Technopole to capitalise on its locational advantage to drive development of I&T industries with a competitive edge and foster crucial cross-border synergy with Shenzhen to position the Northern Metropolis as a world-class tech centre;
- to facilitate the development of local I&T industries while pooling global tech resources and talent. Targeting six strategic sectors including AI, robotics, life sciences, microelectronics, new materials, and green energy;
- to masterplan the development of the I&T industry park, while establishing three industrial corridors focused on life/health, AI/robotics, and microelectronics;
- to adopt diversified public-private partnership models to attract investments and enterprises to establish foothold in the I&T industry park; and
- to collaborate with the Government, statutory bodies, public bodies and entities, research and educational institutions and the private sector to promote I&T industry development in Hong Kong.

Key Responsibilities of the CEO

Reporting to the Board of Directors, the CEO will act as the executive head of the STTCL to strengthen the team and lead the overall planning and development of the San Tin Technopole, and will play a pivotal role in engaging the stakeholders, managing the development programme, marketing and business development of the San Tin Technopole to ensure the STTCL achieves its objectives. Major responsibilities include-

- Corporate Administration**
 - Establish a long-term master plan while aligning initiatives to set vision and policy for the organization
 - Build, develop and lead a professional team to fulfill the STTCL's mission, and plan succession for growth and sustainability of the STTCL
 - Uphold good corporate governance of the STTCL and ensure effective and efficient use of resources
- Project Development and Business Promotion**
 - Manage the overall development programme to ensure timely and quality completion of the project milestones
 - Develop business model and business plans according to the strategic positioning of the San Tin Technopole
 - Devise business tactics and action plans to ensure the relevant business strategies are clearly translated and timely refined as and when necessary
 - Attract large scale anchors and alliances by secure leading corporations, research institutions, top-tier universities, and international tech hubs to build a strong collaborative network
 - Strategize, plan and drive STTCL ecosystem to execute cross-industry, cross-border innovations in Hong Kong
 - Creating an ecosystem and enabling successes by designing and rollout needed programs and policies, providing required services, infrastructures and platforms
- Stakeholders Engagement and Publicity**
 - Work closely with the relevant government departments, and organisations to secure the support necessary for the San Tin Technopole development
 - Leverage on the network of I&T eco-system partners, advocate various collaborations with commercial, academia, industry, or any relevant stakeholders to enter into partnership with the company
 - Drive a proactive publicity and communications strategy to ensure that local communities, Mainland counterparts, and international partners have a comprehensive and positive understanding of the STT's vision, progress, and impact, and to establish collaboration
 - Represent the organization in high-level forums, government committees, and industry events as and when required as part of the effort to raise strategic position in Hong Kong's I&T

Requirements

Candidates for the CEO position should possess the following qualifications, experience and attributes:

Qualifications and Experience

- Bachelor or post-graduate degree, preferable with post-graduate disciplines in Biology / Information Technology, Engineering, Public Administration / Business Administration or professional qualification in construction-related disciplines
- Demonstrated track record of success in business development and/or new project development gained from sizable organization, in which minimum 10 years in senior management position (not lower than Executive Director grade) with strategic planning responsibility and accountability of the overall business; priority will be given to those with experiences in Innovation and Technology (I&T) sector
- Experience in attracting investment for large-scale projects, preferably I&T or new area planning & development
- Proven track record of scaling a ground-floor organization from inception to high growth
- Well established business, professional and government network in Hong Kong and Chinese Mainland, or in the region
- Experience in cooperating with various stakeholders in public and private sectors in project implementation

Attributes

- A visionary leader and have a passion for the future of Hong Kong
- Strong presentation and lobbying skills
- High integrity, versatile and dynamic, mature and entrepreneurial flair with excellent interpersonal skills and is able to make an impact; passionate and dedicated at work
- Result-oriented, confident, reliable and the ability to meet multiple deadlines in a fast-paced environment
- Skilful in communication and presenting strategy effectively, building relationship and trust with internal and external stakeholders, and able to influence people and drive change in a tactful manner
- Ability to build influential relationships internally and externally at all levels and in different business/technology domains
- Ability to understand HK SAR Government land planning and development processes
- Sound understanding of the local, regional (in particular Mainland) and international business environment and I&T infrastructure development
- Strong communication skills with excellent command of spoken/written English and Chinese (Cantonese & Putonghua)

Interested parties are invited to apply by sending an application, together with a full curriculum vitae and copies of relevant documents, or nominate candidates on or before 10 August 2026 to:

Asianet

Mr. Peter Liu
Managing Director, Asianet Consultants
Email: sttcl@asianetconsultants.com Tel: (852) 2530-0130

Candidates who are selected for selection interview will normally receive an invitation in about eight weeks from the closing date for application, but this timing is subject to change without prior notification to candidates. Those who are not invited to selection interview may assume that their applications are unsuccessful.



守護私隱 · 改革創新 Protecting Privacy · Embracing Innovation

Assistant Privacy Commissioner for Personal Data (a directorate post)

Requirements

- A good Bachelor's Degree from a recognised university in Hong Kong or a university in a common law jurisdiction;
- A Level 2 result in the Use of English paper and a Level 2 result in the Use of Chinese paper in the Common Recruitment Examination, or preferably Grade "B" or above in Use of English in the Hong Kong Advanced Level Examination (HKALE), or Grade "5**" or above in the Hong Kong Diploma of Secondary Education Examination (HKDSE), or equivalent, or a minimum overall band score of 7.5 in the International English Language Testing System (IELTS) with the Writing Sub-test score not lower than 7; good command of written and spoken Chinese, preferably Grade "B" or above in Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE), or Grade "5**" or above in HKDSE, or equivalent; and
- Preferably solicitor or barrister admitted to practice in Hong Kong with a minimum of 10 years of post-qualification experience. Prior experience in regulatory or compliance work would be an advantage. Applicants with less experience may apply but may be offered appointment at a remuneration package commensurate with the level of experience.

Expectations

- Relevant experience in public administration, professional practice or private sector management at a senior level;
- Experience related to personal data privacy work; familiarity with technological developments that have implications on personal data privacy would be an advantage;
- Strong analytical ability to make independent judgement with a high level of acumen in social and political issues;
- Positive, diligent and self-motivated with good inter-personal skills; and
- Excellent presentational skills in both written and oral English and Chinese.

Major Duties

- To assist the Privacy Commissioner in the discharge of her statutory duties and responsibilities, including the strategic planning and formulation of operational policies and priorities;
- To monitor, co-ordinate and supervise the conduct of compliance checks and investigations, provision of advice and support on policy research matters, and undertake research projects, in particular on matters relating to cross-boundary transfers of personal data in the Greater Bay Area;
- To supervise researches on developments in privacy law in the Mainland and other jurisdictions, represent the PCPD in liaising with other data protection authorities worldwide; and
- To represent the PCPD in seminars, international and local conferences, meetings, working groups and sundry public engagements on personal data privacy matters.

Salary: \$163,925 to \$179,425

Closing date for Application: 19 July 2026 (Sunday)

Tel. Enquiry: 3423 6657 (Ms Chan)

Interested candidates may apply in confidence by 1) providing a detailed resume, 2) completing the job application form available on PCPD's website (https://www.pcpd.org.hk/english/about_pcpd/career/career.html), 3) providing a cover letter in English or Chinese, stating the candidate's suitability for the job, and 4) providing copies of results of public examinations, all of which should be sent to the Human Resources Section of the PCPD by email (email address: hr@pcpd.org.hk).

Please visit the PCPD's website at <https://www.pcpd.org.hk> for further information about the post.

GENERAL

Financial Secretary’s Office

Office for Attracting Strategic Enterprises

(Non-Civil Service Vacancy)

Chief Manager (Advanced Manufacturing and New Energy Technology)

Salary: HK\$103,810 per month

Chief Manager (Marketing and Corporate Services)

Salary: HK\$103,810 per month

Closing Date for Application: 30 July 2026

Tel. Enquiry: 3870 2401

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

HEALTHCARE

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Organisation Overview:

Founded in 1962, Yan Chai Hospital Board stands as a pillar of care and support in Hong Kong. Operating a network of 126 service units and a dedicated team of 3,600 staff, we deliver a wide spectrum of integrated services. These encompass Western and Chinese medical services, primary healthcare, social and community services, social housing, education, columbarium services, and charitable programmes. Annually, we provide nearly 1.2 million service attendances, creating a meaning impact. We are now seeking an accomplished and visionary Chief Executive to lead the organisation into its next chapter of community service and development.

Chief Executive, Board Office (Ref: CE/SCMP/260703)

About the Role

Reporting directly to the Board of Directors, the Chief Executive will be a seasoned leader with a strong background in public sector operations and people management. We are seeking a candidate who possesses deep, hands-on experience in navigating government protocols, managing complex staff relations, and handling public inquiries. The ideal executive will bring a pragmatic, ground-up approach to ensure the organisation’s stability, governance, and continued growth.

Key Responsibilities

- **Strategic Leadership & Governance:** Collaborate with the Board to formulate and implement organisational strategy. Leverage extensive government experience to ensure policies align with regulatory expectations and public sector standards.
- **Organisational & People Management:** Lead a fundamental transformation of administrative and HR frameworks. Must have proven experience in stakeholder engagement, staff relations, and handling multi-faceted grievances to foster a productive workplace.
- **Crisis Management & Media Relations:** Act as the primary point of contact for complex media enquiries and complaints. Utilise extensive front-line experience to mitigate public relations risks and safeguard the organisation’s reputation.
- **Stakeholder Engagement & Government Liaison:** Represent the organisation in high-level discussions with government bodies. Must be adept at understanding tender requirements and bidding processes to facilitate institutional expansion.
- **Fundraising & Community Advocacy:** Lead fundraising initiatives while maintaining robust relationships with community partners and donors.

Qualifications and Experience

- A recognised university degree; an advanced degree is highly preferred.
- A minimum of 12 years of extensive administrative experience, including at least 5 years in a senior leadership role.
- Must have substantial experience working within or closely with the Hong Kong Government. Candidates with a career history in large organisations, particularly those who have risen from the ground up and managed big teams, are highly desirable.
- Proven track record in people management (HR & Administration), including direct experience with complaint handling, and media crisis resolution.
- Deep understanding of government operations, statutory requirements, and public sector bidding/tendering processes.
- Excellent command of both spoken and written English and Chinese (including Cantonese and Putonghua).
- Exceptional negotiation, crisis communication, and stakeholder management skills.

Terms of Appointment

Successful candidate will be offered a renewable two-year contract.

Remuneration

We offer a competitive compensation package, commensurate with the candidate’s qualifications and experience.

Application Procedure

Please submit your full curriculum vitae, along with details of your current and expected salary and availability, by email to recruit@yanchai.org.hk or by post to 10/F, Block C, Yan Chai Hospital, 7-11 Yan Chai Street, Tsuen Wan, N.T. on or before 19 July 2026.

If you have submitted an application (by sending your resume) in January, February or March 2026, your application remains valid and you do not need to apply again.

Shortlisted candidates can expect to be contacted for an interview within four to six weeks of the application closing date.

All information collected will be kept confidential and used solely for recruitment purposes.

Life and Health Technology Research Institute

Recruitment of

Chief Executive Officer (CEO)

The Life and Health Technology Research Institute (LHTRI) will be established by the Government of the Hong Kong Special Administrative Region (HKSAR). It will focus on basic research, translational research and the transformation of research and development (R&D) outcomes in the field of life and health technology, and will foster multi-disciplinary co-operation among universities and research institutions from Hong Kong, the Chinese Mainland and overseas.

The LHTRI will consist of a Headquarters (“LHTRI HQ”), and three LHTRI branches led by local universities. The LHTRI HQ will be a limited company wholly owned by the Government of the HKSAR. It will be governed by a Board of Directors, supported by an executive team headed by a CEO.

Main Responsibilities of Chief Executive Officer (CEO)

As the CEO of the LHTRI HQ, the candidate will be responsible for planning and overseeing the set-up of the Central Facility, formulating research focuses and recruiting the core team of R&D and other support personnel. Also, the CEO will assume overall charge of the operation of the LHTRI HQ. 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:

- (a) formulate effective strategies, business plans and technology roadmaps for the LHTRI HQ and its Central Facility, and to make recommendations to the Board of Directors on implementation programmes for the realisation of the LHTRI HQ’s public mission;
- (b) provide strong leadership in developing the LHTRI HQ as an organisation distinguished by technological innovation and management excellence;
- (c) build and enhance the LHTRI HQ’s R&D capability, uphold the quality of project proposals and deliverables, develop and manage LHTRI HQ’s high-impact R&D programmes, and attract high calibre researchers to join the LHTRI HQ in these endeavours;
- (d) devise and implement effective strategies for driving collaboration with the three LHTRI branches in carrying out R&D programmes, thereby maximising potential synergies and accelerating the commercialisation of R&D outcomes;
- (e) develop a robust management structure and implement management practices of a high standard in relation to risk management, corporate governance and public accountability;
- (f) achieve the key performance indicators and other targets set by the Board of Directors;
- (g) coordinate publicity and marketing efforts with the three LHTRI branches to showcase and promote the overall R&D outcomes, achievements, scientific breakthroughs, collaborations, commercialisation activities, etc. of the LHTRI;
- (h) engage government, industry, academia and research institutes in Hong Kong to create synergy and optimise the LHTRI HQ’s contribution to the innovation and technology ecosystem;
- (i) manage the day-to-day operation of the LHTRI HQ so that it has a motivated work force and is operating within budgets; and
- (j) foster a culture of innovation, integrity and collaboration within the LHTRI HQ, promoting cross-disciplinary and cross-institutional research initiatives.

Core Competencies of Chief Executive Officer (CEO)

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

- (a) strong academic leadership background, preferably a chair professorship in life sciences and medicine, preferably with the application of artificial intelligence (AI) to the related research work, with a proven track record of leading world-class research programmes and mentoring high-calibre researchers;
- (b) proven experience in translational research in the life sciences/health technology, including the ability to drive research outcomes towards clinical applications, commercialisation, or tangible societal impact;
- (c) proven track record in senior management roles in multi-disciplinary research laboratories or universities, preferably in the life sciences/health technology or AI sectors, where the development, application and commercialisation of technologies are key drivers of success;
- (d) strong people management skills and proven expertise in communications, team building, stakeholder engagement and resource allocation;
- (e) proven ability to drive strategic business development, forge partnerships with industry and academia and build strong networks across the innovation and technology ecosystem; experience in technology transfer and commercialisation is highly desirable;
- (f) excellent knowledge and understanding of life science and medicine and the application of AI in the field of life and medical sciences, coupled with the ability to track and capitalise on global technological and market trends, supported by a well-established network of contacts across business and technology circles in Hong Kong, the Chinese Mainland, and internationally;
- (g) exceptional ability to navigate and collaborate effectively with diverse stakeholders, including but not limited to the Board of Directors, government officials, academic institutions, industry partners, the financial sector, the media and the public;
- (h) high personal integrity, with strong commitment to the HKSAR and a deep sense of mission to contribute to the Hong Kong economy, coupled with passion for innovation and technology and the drive to deliver tangible impact; and
- (i) excellent interpersonal and communications skills, with fluency in Chinese (preferably both Cantonese and Putonghua) and English.

Application

The position is a full-time appointment. Competitive remuneration package and generous fringe benefits will be provided.

Please send an application letter with a detailed curriculum vitae to CEO_LHTRI@egonzehnder.com. The application deadline is 31 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.

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



CENSUS AND STATISTICS DEPARTMENT

RESEARCH MANAGER

(Non-Civil Service Contract Vacancy)

Salary: HK\$51,545 per month

Closing Date for Application: 29 July 2026

Tel. Enquiry: 3863 2841 or 3863 2855

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.



CENSUS AND STATISTICS DEPARTMENT

STATISTICIAN

(Civil Service Vacancy)

Salary: Master Pay Scale Point 27 (HK\$63,100 per month) to Master Pay Scale Point 44 (HK\$122,045 per month)

Closing Date for Application: 29 July 2026

Tel. Enquiry: 3863 2841 or 3863 2855

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

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EDUCATION

Sheng Kung Hui Kindergarten

1. Native English Teacher

Key Responsibilities:

- Plan and deliver engaging English lessons.
- Foster a nurturing and inclusive classroom environment to support language development and social skills.
- Collaborate with a dedicated team to create engaging teaching materials and activities.
- Communicate with parents and caregivers to provide updates on student progress.

Requirements:

- Native English speaker.
- Bachelor’s degree or higher in Early Childhood Education.
- TEFL/TESOL certification is preferred.
- Experience teaching phonics is an advantage.

2. English Teaching Assistant

Requirements:

- Fluent in both spoken and written English.
- Obtained higher diploma / bachelor’s degree or above.
- Experience in working with young children is an advantage.

Remark:

- All the openings are full-time positions
- Commencement date: August 2026
- Salary: Negotiable according to the Education Bureau’s pay scale (depending on academic qualifications and experience)

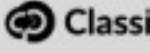
How to Apply:

Submit your resume, cover letter, and copies of relevant certifications to skhkgcb@netvigator.com / fax to 28014334 / by post to Sheng Kung Hui Kindergarten, 7 Eastern Hospital Rd, Causeway Bay, Hong Kong.

Please specify the post you apply for in your application and on the envelope. We look forward to welcoming you to our team!

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SOCIAL SERVICES



肺塵埃沉着病補償基金委員會

PNEUMOCOINOSIS 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

(Starting salary \$36,850)

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, communications;
- 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@pafb.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 16 July 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.pafb.org.hk.