



**救世軍** 港澳軍區  
**The Salvation Army**  
Hong Kong and Macau Command

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The Salvation Army is an international Christian church and charity organization operating in 131 countries and areas and has been serving Hong Kong for over 85 years providing an extensive range of services including Social Service, Education, Recycling Programme as well as Christianity. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

We are now inviting high caliber professionals to apply for the following position:

**Training & Development Officer**  
**Social Services Department**  
**(Reference No.: TDO/SSD/09-19)**

The overall role of the Training and Development Officer is to support the objectives and strategic plan of the human resources development and community partnership. Major duties are to develop, organize and manage training programmes for the continuous improvement of staff performance and development; as well as to establish and maintain volunteer network to support the delivery of social services.

**Duties:**

- Assist in formulation, implementation and review of staff development plans
- Design, organize and evaluate staff training activities and induction programs
- Coordinate, make recommendations and assist in the delivery of training and development programs at cluster or unit level
- Maintain and analyze training records, as well as to produce management reports on the effectiveness of staff development programs
- Assist in the regular updating, timely revision and development of policy documents on staff development at departmental level
- Assist in formulation, implementation and review of plans for community partnership and networking
- Develop, maintain and promote a central bank of community networks, including community organizations, corporations and individuals
- Identify, facilitate and assist collaboration between community partners and service units to develop new areas of service delivery
- Provide information and coordinate volunteer engagement across clusters and units in response to identified needs
- Perform other legitimate duties assigned by the Supervisor or Head of Department

**Requirements:**

- Understanding of the Christian faith, values and ethos of The Salvation Army
- Registered social worker
- A university degree in Social Work or related discipline, preferably with post-graduate qualification
- Minimum 3 years' related working experience in social services is preferred
- Knowledgeable in social policies and services
- Excellent communication and interpersonal skills
- Good command of both written and spoken English and Chinese
- Strong PC skills in using MS Office and web applications
- Immediate availability is preferred

**Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Group Human Resources Director, The**

**Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (Reference No.: TDO/SSD/09-19) on the envelope or email to [career@HKM.salvationarmy.org](mailto:career@HKM.salvationarmy.org).

All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.