



**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 working in 128 countries. Seeking to communicate the Gospel to individuals and to provide compassionate care to people at their time of need, The Salvation Army Hong Kong and Macau Command has been serving Hong Kong for over 85 years providing an extensive range of services which spans educational, social as well as Christian.

The Salvation Army Hong Kong and Macau Command (“TSA”) is now seeking a highly motivated, strategic thinking professional for the position of in-house Legal Counsel to help with the increasing legal work that TSA requires. Reporting to the General Secretary, the Legal Counsel will work closely with Leadership and management level across all departments, services units and schools, as well as the Administration Advisory and Property Advisory Committees.

### **Legal Counsel (Full / Part-Time)**

#### **Executive Office**

**(Reference No.: LC/EO/7-17)**

#### **RESPONSIBILITIES**

- Be the lead on all legal aspects (Hong Kong, Macau and Mainland China) for TSA including reviewing existing documents, drafting new documents, providing advice on ongoing issues and questions from the team and housekeeping of Register of Directors.
- Liaise with external legal parties as needed, in order to streamline our legal questions and issues
- Provide advice and consultation on internal policies, procedures and systems as needed to be in line with the best practices of NGO and School.
- Patent, trademark and trade-name housekeeping and administration.
- Work with the Administration Advisory and Property Advisory Committees on projects as needed
- Work with the General Secretary to plan and budget for legal needs and requirements throughout TSA.
- Perform any other legitimate duties assigned by the General Secretary.

#### **REQUIREMENTS**

- Understanding of Christian faith, values and ethos of The Salvation Army.
- Minimum 5 Years PQE Lawyer. Preference will be made for Hong Kong qualifications but qualifications from other Commonwealth Jurisdictions will be considered.
- Previous in-house, employment, construction, corporate and/or corporate secretarial experience not just for Hong Kong, but also Macau and Mainland China would be useful
- Demonstrated experience in strong decision making ability, and willingness to support changing department initiatives.
- Ability to work in a fast-paced environment and to engage effectively with stakeholders to ensure relevant responses.
- Self-starter with a strong work ethic, a positive attitude and a results-driven mentality
- Ability to effectively plan, coordinate tasks and priorities to ensure quality work done within deadline.

- Excellent verbal and written communication skills in English, Cantonese and Mandarin.
- Able to work under pressure and occasional travelling may be required.

**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.: LC/EO/7-17) on the envelope or email to [career@HKT.salvationarmy.org](mailto:career@HKT.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 not longer than two years after completion of the recruitment exercise.