



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

The Salvation Army is an international Christian church and charity working in 131 countries and has been serving Hong Kong for over 85 years providing an extensive range of services which spans educational, social as well as Christian. 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.

Part-Time Librarian

Global Chinese Ministry Training Centre

(Reference No.: PTL/GCMTC/06-19)

RESPONSIBILITIES

- Responsible for the daily operations of the library
- Update and maintain databases of library books and materials
- Maintain library membership records and statistics
- Perform inventory check and archive of library books and materials
- Assist in establishing, implementing and reviewing of policies and procedures for Library and Resources Centre
- Handle general enquiries

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder in Theology/ Information Management/ Education or equivalent
- Certificate or above in Library Studies is an advantage
- Min. 3 year's working experience in library, experience in setting up a library system is preferred
- Proficient in both written and spoken English and Chinese
- Strong PC skills in using MS Word, Excel, Powerpoint, Chinese Word Processing and web applications
- Well organized, proactive, attentive to details, self-motivated and able to work independently
- Immediately available is preferable

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.: PTL/GCMTC/06-19)** on the envelope or email to 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.