



**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 areas 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.

We are now inviting a high caliber professional to fill the following position:

**Executive Officer**  
**Educational Services Department**  
(Ref: EO/ESD/01-20)

**Duties:**

- To serve Command Headquarters to plan, manage, review resources and systems in school administration in an overall effort to meet Command objectives in a most efficient and effective manner.
- To co-ordinate with School Executive Officers of primary, secondary and special schools, align policies and procedures among schools and Command Headquarters, disseminate information and execute Command's instructions when necessary.
- Assist in handling correspondences with different government departments such as Education Bureau, Housing Authority and Architectural Services Department for setting up new schools.
- Back up the administrative work for setting up new schools.
- Assist in planning, allocating and managing financial resources and exercising control over revenue and expenditure to ensure proper use of funds.
- Provide secretarial support to Boards and Councils, prepare materials for meetings and follow up afterward when necessary.
- Oversee office administrative works for the department.
- Perform any other legitimate duties assigned by the Educational Services Director

**Requirements:**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Bachelor Degree in Business Administration or other related disciplines
- Minimum 5 years' relevant working experience including 2 years in secretarial and administrative responsibilities, preferably in education sector
- Good organizing and analytical ability
- Possess sound skills of translation from English to Chinese and vice versa
- Good written and spoken communication skills in both English and Chinese, including Putonghua
- Hands-on PC operation in both English & Chinese
- Immediately available is highly 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 (Ref: EO/ESD/01-20) 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.