



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

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[HRD.recruit@hkm.salvationarmy.org](mailto:HRD.recruit@hkm.salvationarmy.org)

The Salvation Army is an international Christian church and charity organization operating in 132 countries and areas and has been serving Hong Kong for 90 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:

**Senior Human Resources Officer**  
**Human Resources Department**  
**(Ref: SHRO/HRD/10-21)**

**RESPONSIBILITIES**

- Manage and execute full spectrum of Human Resources functions, including but not limited to manpower planning, recruitment & selection, compensation and benefits, training and development, performance management, employee retention and communication, staff grievance and staff orientation, etc.
- Partner with line management on manpower planning, talent acquisition, talent management, communications and retention. Provide coaching and advice on Human Resources matters and ensure legal compliance.
- Review on human resources policies and procedures, identify areas of enhancement, assist in conducting market research and survey, benchmarking best practices, drafting proposals and making recommendations.
- Keep abreast of updated employment and Human Resources related ordinances and regulations, and ensure the organization is in compliance and proper implementation.
- Oversee the Human Resources Management System. Collaborate with various stakeholders on the implementation of Human Resources system initiatives, including gathering user requirements, user acceptance tests, documentation and post release maintenance.
- Perform any other legitimate duties assigned by the Head of Department and Leadership.

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Human Resources Management or related disciplines
- Minimum 7 years' solid working experience in all-rounded human resources functions and Human Resources project management. Experience in managing human resources management system is preferred.
- Well-versed in Hong Kong employment ordinances and other Human Resources related regulations. Knowledge of China Labour Ordinance is preferred
- Handle sensitive information in confidential and professional manner
- Multi-tasking, self-motivated, detail-minded, independent, able to work under pressure and meet deadlines

- Good interpersonal and communications skills; strong coaching, analytical and problem-solving skills, service-oriented, proactive and innovative
- Strong PC skills in using MS Office such as Word, Excel, PowerPoint, Chinese Word Processing and web applications
- Proficiency in both written and spoken English and Chinese, including Putonghua
- Immediately available is highly preferable

**Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Acting 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 on the envelope or email to [hrd.recruit@hkm.salvationarmy.org](mailto:hrd.recruit@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.