



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

This job advertisement is available in English only.
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如有查詢，請電郵至
HRD.recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity working in 132 countries and areas and has been serving Hong Kong for over 90 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 high caliber professionals to apply for the following position:

Professional Executive
Social Services Department
(Ref: PE/SSD/11-21)

RESPONSIBILITIES

- Assist the Chief Manager (Senior Citizens Services) and Service Supervisor in service planning, including the development and regular review of the strategic plans, ensure that the service division maintains its focus on providing integrated and quality services to service users
- Assist in planning, development and monitoring of new services and projects
- Draft project proposals and tendering documents, etc., securing necessary resources to support services
- Assist in preparing budgets for service clusters and units
- Assist the Chief Manager (Senior Citizens Services) to review periodically changes and trends in income and expenditure of service units, to enhance efficiency and effectiveness of resource utilization
- Assist in development and management of renovation and redevelopment projects, procurement of equipment, funding application and related administrative support
- Represent the Army in meetings and activities of the government, social welfare agencies and other organizations in related areas of responsibility
- Perform other legitimate duties assigned by the Supervisor or Head of Department

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Registered social worker
- Degree in Social Work with minimum 5 years of relevant experience or Associate Degree/ Diploma in Social Work with minimum 7 years of relevant experience, in service management and administration
- Good leadership, strategic planning and organization skills
- Excellent communication and interpersonal skills with 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 **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 (Ref: PE/SSD/02-22) on the envelope or email to hrd.recruit@hkm.salvationarmy.org.

Application Deadline: 21 March 2022

All information provided will be treated in strictest confidence & used for recruitment purpose only. Applicants not contacted within 3 months may consider their applications unsuccessful. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.