



**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 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:

**Service Supervisor**  
**Programme Department**  
(Reference No.: SS/PROGD/03-22)

**RESPONSIBILITIES**

- The incumbent will assist the General Secretary and Macau District Officer in leading and the overall management of the Joy Family Integrated Service Centre and Rui Xi Integrated Services Centre for Senior Citizens in Macau. He/ she will assist to develop new initiatives and coordinate the service units in the participation of Macau social services and other related affairs
- Assist in service planning, including the development and regular review of the strategic plans to ensure that the service units maintain its focus on providing integrated and quality service to users
- Develop, review and ensure management policies are properly implemented in service units, fulfilling service standard and other requirements of legislations, government departments, and funding bodies
- Draft applications for funding, project proposals, tendering documents etc., securing necessary resources to support services
- Prepare annual budgets and monitor monthly I & E for responsible service units
- Orientate employees to understand and identify with the Army and the service units' mission and goals
- Supervise and evaluate subordinates' work performance, give on-going direction, guidance and support to them
- Identify training needs and plan the training programmes for employees of the responsible units
- Maintain close liaison and communication with the Macau Social Welfare Bureau on the works of the service units
- Represent the Army's in meetings and activities of the government, social welfare agencies and other organizations in areas related to services responsible for

- Perform other legitimate duties as assigned by the General Secretary or Macau District Officer

## **REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Registered Social Workers with Diploma or above in Social Work, Master Degree is preferable
- At least 10 years of social services management, finance, personnel and administrative experience; highly preferable with some social services exposure in Macau
- Demonstrated leadership in providing vision and strategic plans for social service development
- Knowledgeable in social policies and services, government and non-government machineries
- Possess strong communication, project management and strategic planning skills
- Proficient in both written and spoken English and Chinese, including Putonghua
- Able to work under pressure. irregular hours, during weekends and holidays as and when required
- Station in Macau

### **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 (SS/PROGD/03-22) 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. 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.