



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:

Human Resources Manager
Social Services Department (SSD)
(Ref: HRM/SSD/04-22)

RESPONSIBILITIES

- Manage full spectrum of Human Resources functions for SSD units including but not limited to recruitment, performance appraisal, contract renewal, payroll, provident fund, complaints and discipline, employees' compensation, staff movement, termination of employment, etc.
- Establish, review, implement and ensure all HR policies, guidelines, practices and procedures are in line with the statutory requirements, relevant government rules and regulations, and the Army's requirements.
- Conduct regular review on the manpower of the SSD and salary survey of relevant industries and recommend manpower planning as well as other HR packages in meeting the service and human resources development needs.
- Coordinate staff orientation as well as organize training and development programmes.
- Be responsible for handling grievance, complaints, and other HR related issues.
- Recommend appropriate staff activities and programmes for the enhancement of employee relations and communications.
- Supervise employees of SSD HR team.
- Perform other legitimate duties assigned by the supervisor or Head of Department.

REQUIREMENTS

- Understanding of the Christian faith, values and ethos of The Salvation Army.
- Master / Degree holder in Human Resources Management/ Training/ Organization Development or related discipline.
- Minimum 7 years relevant experience, preferably 3 years at supervisory / managerial level gained from sizable organizations. Experience in Social Service field is a plus.
- Proven track record in HRIS implementation
- Familiar with relevant Ordinances relating to employment and Social Services.
- Excellent written and spoken English and Chinese, including Putonghua.
- Strong PC skills in using MS Office and web applications.
- Multi-tasking, self-motivated, detail-minded, independent, able to work under pressure and meet deadlines.
- Excellent people and communications skills
- Strong leadership, coaching, analytical and problem-solving skills, service-oriented, be pro-active and innovative.
- Handle sensitive information in confidential and professional manner.

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: HRM/SSD/04-22) on the envelope or email to hrd.recruit@hkm.salvationarmy.org.

Application Deadline: 5 May 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.