



救世軍(澳門)
The Salvation Army (Macau)

This job advertisement is available in English only.

For enquiries, please email to macau.recruit@hkm.salvationarmy.org

本招聘廣告只提供英文版本
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The Salvation Army is an international Christian church and charity working in 131 countries and areas and has been serving Macau for over 20 years providing an extensive range of services which spans educational, social as well as religions. 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. The Salvation Army (Macau) Education Centre provides diverse educational services for the students in Macau.

We are now inviting high caliber candidates to fill the following positions:

Centre-in-charge
Macau Education Centre
(Reference No.: MTSA/MEC/01-22)

DUTIES:

- To provide overall management and monitoring of all of the direct services and strategic development activities;
- To prepare annual financial budget, oversee the monthly budget summaries, including forwarding commitments, ensure the smooth running of the budget and to allow monitoring of expenditure and providing look-ahead advice on the finances.
- To Control the relevant income and expenditure according to the financial budget, find cooperation opportunity in conjunction with our supportive Research and Innovation Services.
- To ensure the planned strategy is delivered both within the long-term vision and on a daily basis;
- To work closely with the District Officer, with potential and actual partners in Macau, and with currently contracted corporate partners;
- General management and supervision of the use of the centre and responsibility for Health & Safety of all students, employees and visitors;
- To support students, both have individuals and regarding progression and monitoring requirements.
- To manage public engagement and impact activities.
- Responsible for employee management, training and development

- Perform any other ad hoc duties assigned by the District Officer.

REQUIREMENTS:

- Understanding of the Christian faith, values and ethos of The Salvation Army
- 6 years or above of related experience, candidate with educational centre operational experience will be a PLUS;
- Degree holder or equivalent (educational degree, training or qualification in the area of special educational needs (SEN) is preferred);
- Good command of computer skills, especially in MS Office applications;
- Multi-tasking, self-motivated, detail-minded, independent, able to work under pressure and meet deadlines;
- A team player with good interpersonal, communication and problem-solving skills.
- Candidate with less experience will be considered as Assistant Centre-in-charge.

Application Procedure

Please apply in confidence with your detailed resume and cover letter stating your current and expected salary to email: macau.recruit@hkm.salvationarmy.org or mail to **Human Resources Officer, The Salvation Army (Macau), Praceta da Serenidade, No. 79, R/C, AC, Edif. Jardim Hoi Keng, Macau** by quoting applied position on the envelope.

All information provided will be treated in strictest confidence & used for recruitment purpose only.