



救世軍 港澳地域
The Salvation Army
Hong Kong and Macau Territory

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 134 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.

Qualified persons are invited to apply for the following position:

Executive Officer
Educational Services Department
(Ref: EO/ESD/08-23)

RESPONSIBILITIES

- To plan, manage, review resources and systems in school administration in an overall effort to meet Organization objectives.
- To co-ordinate with School Executive Officers of primary, secondary and special schools, align policies and procedures and disseminate information to schools.
- Assist in handling correspondences with different government departments.
- Back up the administrative work for setting up new schools.
- Assist in planning, allocating and managing financial resources and exercising control over revenue and expenditure to ensure proper use of funds.
- Provide secretarial support to Boards and Councils.
- Oversee office administrative works for the department.
- Perform any other legitimate duties assigned by the superiors.

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army.
- Bachelor Degree in Business Administration or other related disciplines.
- Minimum 5 years' relevant working experience including 2 years in secretarial and administrative responsibilities, preferably in education sector.
- Good organizing and analytical ability.
- Possess sound skills of translation from English to Chinese and vice versa.
- Good written and spoken communication skills in both English and Chinese, including Putonghua.
- Hands-on PC operation in both English & Chinese.
- Immediately available is highly preferable.

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Human Resources Manager, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (**Ref: EO/ESD/08-23**) on the envelope or email to 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.