



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

This job advertisement is available in English only.

本招聘廣告只提供英文版本

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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:

Human Resources Manager
Human Resources Department
(Ref: HRM/HRD/09-23)

RESPONSIBILITIES

- Oversee the human resources and payroll function in Hong Kong, Macau and Mainland China
- Provide HR strategies, advice and execute plans for various streams and departments
- Provide support and coaching to departmental HR employees through guidance and consultative advice to them
- Partner with line management on manpower planning, talent management and retention programmes
- Provide line managers with coaching and advice on HR matters and ensure legal compliance
- Identify training needs, organize and evaluate the effectiveness of the training programmes
- Develop, review and update human resources policies, guidelines and employee handbooks
- Regular review the competitiveness of our remuneration package and employee benefits
- Strengthen employee relations and communications by organizing various staff activities and programmes
- Conduct employee counselling to handle grievance, complaints, and other HR related issues
- Prepare various analysis reports and budget forecast
- Oversee the Human Resources Management System, Performance Management System, Occupational Health and Safety function, Staff Orientation Programme
- Serve on Councils, Boards and Committees as appointed
- Perform any legitimate duties assigned by the supervisor

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree holder in Human Resources Management/ Training/ Organization Development or related discipline
- Member of relevant professional body is preferable
- Minimum 8 years of relevant experience of which at least 3 years should be in a managerial position. Related experience in Mainland China and Macau will be an advantage
- Well-versed in HK employment ordinances and other HR related regulations. Knowledge of Mainland China and Macau employment law is an advantage
- Experience in working with human resources management system

- Excellent written and spoken English and Chinese, including Putonghua
- Proficient in PC application in Microsoft Word, Excel, PowerPoint and Chinese Word Processing.
- Excellent people & communication skills
- Strong leadership, coaching, analytical and problem solving skills; service-oriented, be pro-active and innovative
- Able to work under pressure and occasional travelling may be required

Application Procedure

Please apply with full resume, stating clearly current and expected salary, to the **Finance and Human Resources Administrator, The Salvation Army Hong Kong and Macau Territory, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number **(HRM/HRD/09-23)** 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.