



**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](mailto: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:

**Training and Development Officer**  
**Social Services Department**  
**(Ref: TDO/SSD/11-23)**

**RESPONSIBILITIES**

- Assist in formulating, implementing and reviewing of staff development strategies and plans in which reflects strategic development of social services
- Develop and implement electronic and face-to-face learning mode, by designing, organizing and evaluating staff training activities and induction programs based on job analysis and assessment of both the Army's and staff's needs
- Coordinate, make recommendations and assist in the delivery of training and development programmes
- Coordinate, manage applications, follow-up reports and financial matters pertaining to external training funds and programmes, as well as the internal training subsidies
- Maintain and analyse training records, as well as to produce management reports on the effectiveness of staff development programmes
- Assist in incorporating of SSD's leadership competencies into employees' performance appraisal system
- Assist in updating, reviewing and developing policies on staff development
- Assist in formulating, implementing and reviewing plans for community partnership and networking
- Develop, maintain and promote a central bank of community networks
- Identify, facilitate and assist the collaboration between community partners and service units to develop new areas of service delivery
- Provide information and coordinate volunteer engagement across clusters and units
- Perform other legitimate duties assigned by the superior(s)

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Registered Social Worker
- Degree in Social Work with minimum 3 years of relevant experience or Associate Degree/ Diploma in Social Work with minimum 5 years of relevant experience, in service management and administration
- Good leadership, strategic planning and organization skills
- Excellent communication and interpersonal skills with good command of both written and spoken English and Chinese
- Strong PC skills in using MS Office and web applications

**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 (TDO/SSD/11-23) on the envelope or email to [hrd.recruit@hkm.salvationarmy.org](mailto:hrd.recruit@hkm.salvationarmy.org).

**Application Deadline: 6 December 2023**

*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.*