



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:

Human Resources Officer
Educational Services Department
(Ref: HRO/ESD/06-24)

RESPONSIBILITIES

- Provide one-stop all-round human resources support to pre-schools
- Provide advice and guidance to schools on HR-related systems and policies
- Act as Secretary in School Meetings and other management meetings
- Explore areas for improvement in HR related administration within school
- Prepare manpower projection and periodic reports for management review
- Ensure the fulfillment of related government regulations on school administration and The Salvation Army's policies
- Perform any other legitimate duties assigned by the superior(s)

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree in Human Resources Management or other related disciplines
- Minimum 5 years' related experience; prior experience in school administration is highly desirable
- Well-versed in the Employment Ordinance and MPF Ordinance; knowledge of School Administration Guide is an asset
- Excellent command of spoken and written English and Chinese
- Proficient in MS Office applications
- Good interpersonal and problem solving skills; strong analytical mindset

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 **(HRO/ESD/06-24)** 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.