



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:

Education Services Officer
Educational Services Department
(Ref: ESO-PSES/ESD/10-24)

RESPONSIBILITIES

- Assist the pre-school team in providing administrative support to pre-schools and the Department
- Serve as Secretary for various committees; coordinate on committee meetings and taking minutes
- Prepare correspondence and reports submitted to the government / external bodies and ensure compliance with the regulations / rules / guidelines of the government and the Army
- Plan, design and manage social media platforms of pre-schools for brand building and enhancing external communications
- Conduct survey, research and analysis relating to school management for quality enhancement
- Plan, implement and facilitate smooth operations of joint schools activities
- Perform the legitimate duties assigned by the supervisor and management.

REQUIREMENTS

- Understand the Christian faith, values and ethos of The Salvation Army.
- Degree in Education, Psychology, Social Science or related disciplines with at least 3 years' of relevant post-degree experience; or Higher Diploma in Early Childhood Education with at least 7 years' of relevant experience.
- Knowledge of Hong Kong school education system and related government policies is preferred.
- Hands-on PC operations in MS Word, Excel and PowerPoint; experience in managing social media platform is a plus.
- Good command of spoken and written English and Chinese.
- Organized, meticulous and with good interpersonal skills.

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 **(ESO-PSES/ESD/10-24)** 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.