



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:

Senior Human Resources Officer
Educational Services Department
(Ref: SHRO/ESD/12-24)

RESPONSIBILITIES

- Provide all-round human resources support to the schools and ensure compliance with related government regulations and the organisation's policies and procedures;
- Oversee the daily operations of the department's HR team and assist on joint school events / functions;
- Provide professional advice on HR related matters to the Head / Team Heads of the Department and Heads of schools;
- Compile and update HR administration guidelines / handbooks and manuals which serve as standard operating procedures for schools;
- Explore areas for improvement in HR related administration within and across schools for best utilization of resources and maximize efficiency;
- Prepare statistical analysis and reports for management review on periodic basis;
- 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 related disciplines;
- Minimum 6 years' related experience; prior experience in pre-school administration is a plus;
- Well-versed in the Employment Ordinance and HR related ordinances; knowledge of School Administration Guide is an asset;
- Excellent command of spoken and written English and Chinese;
- Proficient in MS Office applications including Word, Excel and PowerPoint;
- Good interpersonal and problem solving skills; strong analytical mindset.
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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 **(SHRO/ESD/12-24)** 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.