



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

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[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.

We are now inviting high caliber professionals to apply for the following position:

**Administrative and Project Officer**  
**China Development Department**  
**(Ref: A&PO/CDD/02-25)**

**RESPONSIBILITIES**

- Establishing, reviewing and implementing the policies & guidelines for the department
- Assist in preparing the annual budget for projects and monitor the regular expenditure report
- Assist in handling office administration, finance and human resources related issues and works for Hong Kong and Mainland China Offices
- Prepare and submit documents to relevant Board(s) and Council(s) for approval
- Provide secretarial support to supervisor
- Assist in implementing and monitoring projects as assigned
- Develop networks and maintain good relationship with local government officials, stakeholders and donors
- Assist in fundraising activities as and when required
- Perform any other legitimate duties assigned by supervisor(s)

**REQUIREMENTS**

- An understanding of the Christian faith, values and ethos of The Salvation Army. Committed to serve the community
- Degree holder in Social Service, Education, Community Service & Development or other related disciplines
- Minimum 5 years of relevant working experience of which 1-2 years practical field working experience is preferred
- Proficiency in both written and spoken English and Chinese, including Putonghua
- Strong PC skills in using MS Office and web applications

- Good communication, interpersonal and negotiation skills
- Good planning, analytical and problem-solving skills
- Pro-active, innovative, strong sense of responsibility, detail-minded, and well-organized.
- Able to work under pressure and independently
- Able to work irregular hours, overtime or during weekend(s) in times of campaigns, special events, disaster and during field visits
- Able to travel to and work in Mainland China

*\*\* Candidates with less experience will be considered as Assistant Administrative and Project Officer*

**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 (Ref: A&PO/CDD/02-25) on the envelope or email to [HRD.recruit@hkm.salvationarmy.org](mailto: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.*