



保良局
PO LEUNG KUK



Po Leung Kuk is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We are now inviting applications for the following position:

Assistant Principal Social Services Secretary (Rehabilitation Services)
(Ref: APSSS-RS)

Responsibilities:

Reporting to the Principal Social Services Secretary (Elderly & Rehabilitation Services), the successful candidate will be responsible for the strategic planning, development and management of our Rehabilitation Services for more than 30 service units which include residential services, day training services, integrated vocational services, integrated community support services, intensive employment assistance services and para-medical services. In addition, the candidate needs to monitor the quality of our services, provide advice on operational strategies as well as plan and lead new initiatives.

Requirements:

- Recognized university degree in Social Work / Nursing / Health Care or above;
- At least 12 years relevant working experiences in sizable non-governmental organization and/or related government departments in which 7 years should be at management position;
- Be responsible, self-motivated, meticulous and enthusiastic, with excellent interpersonal and leadership skills;
- Good command in both written and spoken English and Chinese.

Appointment will be on contract terms. Please send you full resume with current and expected salary to the Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong or venus.kong@poleungkuk.org.hk . Please quote the reference on the envelope. For more about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.