



**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:

### **Service Manager (Child Care Services) (Ref: SM/CCS)**

#### **Responsibilities:**

Reporting to the Assistant Principal Social Services Secretary, you will be responsible for the coordination, supervision and planning of child care services and evaluating regularly the performance of the units to meet EDB, SQS and FSA requirement. Apart from these, you also need to advise and coordinate units' supervisors on the application of external funding, improvement of the services/facilities, budget control and staff development.

#### **Requirements:**

- University degree holder or above in Early Childhood Education; with Certificate or above in special child care is preferable;
- 5+ years in relevant management experience in child care service and familiar with Hong Kong educational and social welfare system and policies;
- Be responsible, self-motivated, good leadership skills, be committed to serve in child care service field; and
- Good command in both Chinese and English

Appointment will be on renewable contract terms. Please send your full resume with current and expected salary by email to [bessie.ho@poleungkuk.org.hk](mailto:bessie.ho@poleungkuk.org.hk) (please quote the reference). For more information 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.