



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 invite high caliber personnel to fill the following position:

Assistant Principal Social Services Secretary (Children and Youth Services) (Ref: APSSS-CYS)

Responsibilities:

Reporting to the Principal Social Services Secretary, the successful candidate will be responsible for the strategic planning, development and management of our Children and Youth Services and Chinese Medicine Mobile Clinic Services. He /She is also responsible for marketing of new service initiatives, proposal writing and liaison with various external business associates/funding organizations.

Requirements:

- Recognized university degree or above, preferably in Social Work;
- At least 12 years relevant working experiences in sizable non-governmental organisation 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;
- Proficient in written and spoken English and Chinese.

Appointment will be on renewable contract terms. Please send your full resume with current and expected salary by email to venus.kong@poleungkuk.org.hk or by mail to **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** (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.