



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 (Child Care Services) (Ref: APSSS/SSD-CCS)

Responsibilities:

Reporting to the Principal Social Services Secretary, you will be responsible for strategic planning, development and management of the Child Care Services with over 40 service units, including Kindergarten-cum nurseries, special child care centres and projects related to early childhood education and training. Apart from these, you also need to oversee overall budgeting and control expenditure, manpower planning, monitor service qualities and operation strategies as well as plan and lead the new initiatives.

Requirements:

- Possess a recognized university degree or above in Early Childhood Education; with Certificate or above in special child care is preferable;
- With at least 10 years' relevant management experience in pre-primary curriculum, assessment and familiar with Hong Kong educational and social welfare system and policies;
- Be responsible, self-motivated, meticulous and enthusiastic; be committed to serve in the pre-school 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 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.