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A non-profit organization, dedicated to providing comprehensive services to support people of all ages and with all grades of intellectual disabilities and their families, invites applications for the following position:

Assistant General Secretary

(Ref.: AGS(S)/SMO/22/11/23/JD)

The Candidate will:

Report to the General Secretary, assist to formulate / implement the policies of the services projects and initiate new services development. His / her work will include but not limited to: professional leadership, service quality assurance and formulation of professional protocol, staff training and development, liaison with government departments and NGOs, and attending relevant Committees.

Requirements:

- A degree in Social Work / Public Administration or above, preference will be given to candidates with rehabilitation studies
- Solid 5 years' working experiences as senior management (social work officer equivalent or above) in rehabilitation services, experience in working with people with intellectual disabilities will be an advantage
- Ability to work in collaboration / as a team with other professions for professional leadership and development
- Dedication and commitment to serve the Mission of the Association
- Able to communicate effectively in written / spoken English, Chinese and Putonghua with a wide range of stakeholders including service users, caregivers, board members, government officials, funding bodies as well as the media

Please send the completed Job Application Form (can be downloaded from [https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form\(201906\).pdf](https://www.hongchi.org.hk/uploads/form/App2B_Job_Application_Form(201906).pdf)) and mark "Confidential & Ref. No." to **Human Resources Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong** or by email to hr_hra@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)