



匡智會是專為智障人士服務的非牟利機構，為不同年齡及智障程度人士及其家庭提供全面服務。現誠聘以下職位：

## 1. Manager

1a. (Ref.: MG(MTK)/24/01/24/M)

1b. (Ref.: MG(DSC)/24/01/24/M)

### Responsibilities: (for 1a)

- In charge the operation of a sheltered workshop for adult with intellectual disabilities and person in recovery
- Overall staff supervision and monitoring workshop operation
- Ongoing development of employment opportunities and service quality
- Work independently and well-versed with government and corporations funding procedures

### Responsibilities: (for 1b)

- Direct and ensure the provision of quality service of DSC
- Maintain effective personnel, financial and case management
- Lead the team to provide quality service to people with intellectual disabilities

### Requirements:

- Degree holder of Social Work with at least 3 years' relevant experience or above OR Diploma of Social Work with at least 5 years' relevant experience in social work
- Registered Social Worker
- HKCEE English (Syl. B) and Chinese grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- Experience in rehabilitation services / working with people with intellectual disability is preferred (for 1b)
- Strong leadership, mature and with good interpersonal skills
- Good command of written and spoken English and Chinese
- Proficiency in computer application and Chinese word processing
- Work locations: 1a. To Kwa Wan, 1b. Kwun Tong / Sheung Shui

## 2. Assistant Internal Auditor

(Ref.: AIA(FIN)/24/01/24/M)

### Responsibilities:

- Assist in performing internal audit for service units and schools, so as to ensure compliance with Social Welfare Department and Education Bureau accounting regulations
- Assist in identifying control deficiencies, preparing audit findings and recommendations
- Assist in reviewing existing internal control measures
- Perform ad hoc assignments

### Requirements:

- Degree in Accounting, with relevant experience in NGO preferred
- Minimum 3 years' solid audit experience
- Knowledge in IT system audit and Oracle are an advantage
- Well versed with Microsoft Office
- Independent and good analytical skill
- Excellent command in English and Chinese (written and spoken)
- Work Location: Tai Po

## 3. 教學助理 (陶瓷師助理)

(編號：TA(IVTC)/24/01/24/M)

### 職責範圍：

- 協助教授年滿 15 歲的輕度或中度智障人士的職業訓練課程和應用學習調適課程
- 協助處理與課程相關的工作，包括教材和宣傳物料的製作，文書工作等
- 協助學員的車輛接送工作

### 申請資格：

- 中六程度或以上
- 具服務智障人士工作/教學經驗優先考慮
- 對藝術工作具有濃厚興趣或曾從事藝術相關工作者優先考慮
- 成熟、具備愛心和責任心
- 熟悉電腦文書和軟件操作
- 能夠閱讀、書寫中文並操流利的廣東話
- 工作地點：大埔

## 4. 訓練導師

(編號：TI(LTC)/24/01/24/M)

### 職責範圍：

- 策劃及帶領小組訓練及活動，照顧智障人士起居生活

### 申請資格：

- 中五或以上程度
- 具訓練、服務及照顧智障人士或相關工作經驗者優先
- 熟悉電腦操作及中文打字等文書處理
- 工作地點：藍田

應徵者請於信封面註明職位編號及 '保密'，可郵寄或電郵到以下地址：

**Position (1a) (To Kwa Wan), (1b) (Kwun Tong / Sheung Shui)**

Ms. Sara Cheung, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong or by email to [adult\\_ss9@hongchi.org.hk](mailto:adult_ss9@hongchi.org.hk)

**Position (2) (Tai Po)**

Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po or by email to [hr\\_hra@hongchi.org.hk](mailto:hr_hra@hongchi.org.hk)

**職位 (3) (大埔)**

新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心收或電郵至 [ivtc\\_hd@hongchi.org.hk](mailto:ivtc_hd@hongchi.org.hk)

**職位 (4) (藍田)**

九龍藍田啟田道 71 號藍田 (西區) 社區中心 3 樓至 [hclt\\_hd@hongchi.org.hk](mailto:hclt_hd@hongchi.org.hk)

\*\*本會將要求可能獲聘任人士自願進行「性罪行定罪紀錄查核」\*\*

(所收集的個人資料只作招聘用途)