



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 (Ref.: MG(TPC)/16/02/24/M)

Responsibilities:

- Direct and ensure the provision of quality service of Day Activity Centre
- Maintain effective personnel and financial management
- Lead the team to render quality services

Requirements:

- Degree holder of Social Work with at least 3 years' relevant experience OR Diploma of Social Work with at least 5 years' relevant experience in social work
- Registered Social Worker
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- Experience in working with people with intellectually disability is preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese / English word processing
- Strong leadership and good communication skills
- Work Location: Sheung Shui

2. Assistant Manager

(Ref.: AM(JTSE)/16/02/24/M)

Responsibilities:

- To assist manager in overall management of The Job Training & Employment Services
- Lead the team to provide quality service to people with intellectual disabilities
- Liaise with collaborating partners / potential employers

Requirements:

- Degree holder of Social Work or Diploma of Social Work with at least 5 years' relevant experience in social work
- Registered Social Worker
- HKCEE Eng (Syl. B) & Chi grade E or above / HKDSE Eng & Chi Level 2 or above, or equivalent
- Experience in vocational rehabilitation services preferred
- Fluency in written English and Chinese and spoken Cantonese
- Proficiency in computer application and Chinese word processing
- Work locations: Fanling & New Territories area

3. Clinical Psychologist

(Full-time/Part-time)

3a. (Ref.: CP(ABPS)/16/02/24/M)

3b. (Ref.: 0.5CP(DSC-ND)/16/02/24/M)

3c. (Ref.: CP(DSC-KTW)/16/02/24/M)

Responsibilities:

- Provides psychological assessment and consultation to clients, children and adults with intellectual disabilities
- Designs and follows up on psychotherapy / treatment plan
- Achieves service output and standards of the services
- Provides staff training and development activities
- Develops the clinical protocols through clinical practice and clinical research

Requirements:

- Master Degree in Clinical Psychology from Hong Kong universities, or equivalent
- Preferably working experience in people with intellectual disabilities
- Highly proficient in written and spoken English and Chinese
- Strong leadership qualities as well as excellent interpersonal and communication skills

4. Assistant Internal Auditor

(Ref.: AIA(FIN)/16/02/24/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

5. Human Resources Officer / Assistant

(Ref.: HRO/HRA(HR)/16/02/24/M)

Responsibilities:

- To support Assistant Manager to solicit users' requirement and implement a new Human Resources Management Information System
- The incumbent will involve in all rounded human resources function including but not limited to recruit and develop talent through developing policies and managing procedures

Requirements:

- University graduate (preferably major in HR management) with at least 3 years' experience in HR
- Well versed in Employment Ordinance and other related regulations
- Proficiency in written and spoken English / Chinese and with good computer and data literacy
- Good communication and interpersonal skills, well organized and with service-driven attribute
- Lower qualification or less working experience may be considered to be appointed as Human Resources Assistant
- Work Location: Tai Po

6. 高級職業訓練導師 / 職業訓練導師

(編號：SVTI/VTI(IVTC-T)/16/02/24/M)

職責範圍：

- 協助推行智障人士職業技能訓練 (美髮服務 / 酒店房務 / 陶瓷 / 工作訓練)
- 撰寫學習計劃及紀錄
- 協助教授應用學習調適課程
- 帶領智障人士外出實習及工作

申請資格：

- 大專或以上程度 (適用於高級職業訓練導師)
- 中五或以上程度 (適用於職業訓練導師)
- 具服務智障人士 / 美髮服務 / 酒店房務 / 陶瓷工作經驗優先
- 熟悉中文微軟文書處理、電郵應用及中文打字
- 工作地點：大埔

7. 職業訓練導師

(編號：VTI(IVTC-B)/16/02/24/M) *

職責範圍：

- 照顧及訓練 16 歲以上輕度智障人士的自理能力、社交技巧及其獨立生活技能
- 協助家舍管理工作及外出活動

申請資格：

- 中五或以上程度
- 具服務智障人士工作經驗優先
- 能閱讀書寫中文及操流利廣東話
- 成熟、有愛心及耐性
- 需輪班工作，包括星期日及公眾假期
- 需值夜候勤 (每星期 3 - 4 晚)
- 工作地點：大埔

備註：

* 由入職日起至 2024 年 9 月 30 日期間可獲發放每月港幣 1,500.00 元之額外酌情補貼 (須符合本會其他條款細則)

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 (1) (Sheung Shui)

Ms. Doris Choy, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong or by email to adult_ss7@hongchi.org.hk

Position (2) (Fanling & N.T.)

Ms. Christine Yam, Services Management Office, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T., Hong Kong or by email to adult_ss6@hongchi.org.hk

Position (3a) (3b) (3c)

Hong Chi District Support Centre (North District), 2/F, Ancillary Facilities Block, Cheung Lung Wai Estate, N.T., Hong Kong or by email to dsc_hd@hongchi.org.hk

Position (4) (5) (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

職位 (6) (7) (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

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)