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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/24/07/24/M)

The responsibilities of this position include:

Upholding the mission and vision of the Association and assisting the General Secretary in driving the organization's strategy and monitoring service development. The post also includes but not limited to leading a cross-disciplinary team, initiating/implementing service development strategy, service quality assurance mechanism, staff training and development, establishing strong and effective strategic partnerships with stakeholders from all sectors.

Requirements:

- Possess a bachelor's degree or above in Social Work or related profession, preference will be given to candidates with rehabilitation studies
- Have Solid 5 years' working experiences as senior management (social work officer equivalent or above) in rehabilitation services
- Have 15 years managerial experience in social services and/or experience in working with people with intellectual disabilities will be an advantage
- Demonstrate strong organizational and execution abilities. Ability to work in collaboration / as a team with other professions
- Able to communicate effectively in written / spoken English and Chinese

Interested parties please send full resume and expected salary with 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.)