



Hong Chi Association was founded in 1965 and is one of the largest non-profit organizations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Chief Officer (Ref.: CO(SMO)/15/11/24/W)

Responsibilities:

- Assist the General Secretary / Assistant General Secretaries, in collaboration with the senior management team, in the overall services management and administration of HCA;
- Drive the professional and clinical supervision services development;
- Design and lead different new initiatives or service projects and lead the preparation and submission of high-quality funding proposals;
- Assist in various strategic developments and quality assurance programmes in services;
- Ensure compliance with legal, regulatory and implement policies to manage organizational risk;
- Develop, execute, and evaluate plans and strategies to achieve sustainable growth and continual service excellence;
- Build capacity in terms of training, supervision, and development of staff at all levels to ensure high-quality service delivery;
- Establish and maintain strong relationships with various stakeholders and the public;

Requirements:

- Hold a recognized Bachelor's degree in social work or above with at least 8 years' supervisory experience, preferably in the rehabilitation setting for people with intellectual disabilities / social welfare sector
- Proven experience in leadership and 5 years or above of senior management in rehabilitation services
- Excellent verbal and written communication skills in English and Chinese
- Ability to build and maintain relationships with funders, stakeholders, and internal teams
- Work location : Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to : **Human Resources Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** 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.)