



YMCA of Hong Kong Christian College

港青基信書院

Vacancies for 2024

The YMCA of Hong Kong Christian College (YHKCC) is a Direct Subsidy Scheme Secondary School for students aged 11–18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 70% of students and 40% of teachers are from international backgrounds.

The College is looking for applicants for the following positions:

NONTEACHING POSITIONS

■ CAREERS & HIGHER EDUCATION ASSISTANT (For August 2024)

- Bachelor's degree is an advantage.
- Good in both spoken and written English and Chinese.
- Experience in assisting with operational, logistical and administrative tasks related to careers and/or university applications is desirable.

■ FACILITIES MANAGEMENT OFFICER (For Sept 2024)

- To provide project management in relation to major renovations & conversions, upgrading of facilities, etc.
- To manage the work of the team of janitors
- Degree holder in building, surveying or facility management with relevant work experience
- Solid experience in the Education Field an advantage
- Strong sense of responsibility, good inter-personal skills with a proven ability to multi-task and efficiently prioritize works under pressure
- Proficient in written and spoken English and Chinese

■ OFFICE CLERK (For Sept 2024)

- Relevant higher diploma or completed secondary education.
- Diligent and with a pleasant personality; good manners and effective communication skills in both spoken and written English and Chinese.
- Experience of working in a school environment a definite asset.
- Relevant experience of preparing quotations and tenders, purchasing and maintaining an inventory of resources, furniture and equipment an advantage.
- Proficient in MS Office.

Applications are invited from caring, qualified and experienced teachers who are supportive of our vision, mission and Christian ethos. We are looking for good team players with a proven track record, a passion for developing their subject and a willingness to contribute promote Christian values in the school.

Please send a CV and a covering letter with email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is **31st July, 2024**.