



## Alice Ho Miu Ling Nethersole Charity Foundation

雅麗氏何妙齡那打素慈善基金會

Founded in 1887, we are a non-governmental organization (NGO) committed to the development and provision of quality holistic health care service to the community of Hong Kong. Our current services include elderly service, chaplaincy ministry, outreaching rehabilitation service, an institute promoting holistic health and holistic care, and cancer survivorship care project, etc. We have a staff team of about 250 members, and we are now looking for a high-calibre person to join our Central Administration Office (CAO):

### **Human Resources and Administration Manager**

(Salary range: HK\$64,780 to HK\$81,510)

**Key Responsibilities** -- Reporting to the Administrative Director (AD) of the CAO of the Foundation, the appointee should play an integral role in human resources (HR) management for corporate and non-subservent services, corporate administration for the Foundation and its subsidiary(ies) and general administration for the CAO, and perform the following key responsibilities:

1. Overseeing the full spectrum of HR management including recruitment, compensation and benefits, training, employee relations and performance management, etc.;
2. Establishing and reviewing HR policies;
3. Managing corporate affairs and governance of the organization;
4. Providing executive and secretarial support to Boards and Committees, including papers preparation and presentation, etc.;
5. Providing coordination of service units and other secretarial and administrative support;
6. Overseeing general administration and HR of the CAO;
7. Communicating with partner/sister organizations and other NGOs;
8. Preparing and monitoring the budget of CAO; and
9. Overseeing estate/facilities management, in particular the Staff Quarters.

### ***Requirements***

1. A Bachelor's Degree, preferably in HR / Business Administration / Public Administration or related discipline;
2. At least 7 years' post-degree working experience in the relevant field, preferably in NGO setting, with no less than 5 years' solid experience at management level/similar capacity;
3. Familiar with the issues related to corporate governance, the Companies Ordinance, the labour legislation in Hong Kong and government subvention policies and operation;
4. Distinct attributes and abilities in the following areas: leadership, supervision and coaching skills, analytical and logical thinking, problem solving, organizational power, attention to details, interpersonal and communication skills, work independence and a good team player; and
5. Excellent command of written and spoken English and Chinese, and good command of Putonghua.

Interested parties please send application with detailed resume and expected salary to the Administrative Director, Central Administration Office, Alice Ho Miu Ling Nethersole Charity Foundation, Room J/7/29, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories **on or before 16 January 2025 (Thursday)**, under confidential cover. Please mark on envelope the post of the job applied for.

*(Personal data collected would be used for recruitment purpose only)*