Hong Kong Christian Service Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.
- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

Part I: Employer Information (Items will be showed in the post))

1.	Company Name : Kwun Tong Methodist Social Service			2. Trade:/	
3.	Company Address: G/F., Pak Ling Lau, 251 Ngau Tau Kok Road, Kwun Tong				
4.	4. Contact Person : *Miss / Ms / Mr Esther Li				
5.	Fel. No.: 23422244 6. Email Address: esther_li@l		ktmss.org.hk	7. Fax No.: /	
Part II:Vacancy Information					
8.	Job Title: Programme Worker			9. No. of Vacancy(ies) : 1	
10	10 Job Duties :				
	Assist in preparing and conduction group activities and programmes, publicity and promotional work, training and various activities for children and families from local and ethnic minorities (EMs)				
•	Assist in building connection and networking with members of EM communities for service provision				
0	Provide translation from English to Hindi / Urdu				
•	Provide administrative support to the centre				
11.	11. Contract of Employment: ☑ Full-time ☐ Part-time				
12.	12. Work Place (if different from item 3 –Company Address above):				
13.	Working Hours :5.5 Working days per week □ Shift Holiday				
	☑ Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm)Mon-Fri 10am-6pm, Sat 9am-1pm				
	□ Shift work, working hours :,hours per day				
14.	Basic Salary : HK\$14000-15000 per *month / week / day / hour / piece				
	□ plus Commission around \$ □ other benefit(s) / allowance(s)				
	☐ No recruitment ☐ schooling ☐ Primary (Completed Primary)				
15.	Required Education : 🗹 Secondary (Completed Secondary <u>6</u>) 🗅 Diploma/Certificate				
	☐ Sub-deç	gree 🗅 Degree	☐ Others (please spec	ify :)	
16. Working Experience :					
17.	(please take into account the <u>genuine</u> job requirement) English Putong	to Listen & Speak ese □ Fluent ☑ Fair □ Nil □ Fluent ☑ Fair □ Nil nua □ Fluent □ Fair ☑ Nil (Please Specify: <u>Urdu/Hindi</u>) □ Fluent ☑ Fair □ Nil	English ☑ Able to Real Others (Please specify:	d & Write	

^{*}Delete inappropriate item

 Other Entry Requirements: Be proficient in speaking and writing in Hindi / Urdu will be an advantage Be proficient in MS Office applications/ Canva/ Movie Maker will be an advantage Preference for those with experience working with children in social service agencies Good in teamwork and interpersonal skills Part-time applicants with experience will also be considered 			
Part III: Job Application Method			
Applicants can apply the vacancy by:			
□ Contact *Ms / Miss / Mr at			
*Tel / E-mail			
☑ Send the resume to Ms / Miss / Mr*Yip Pui Chi at * Tel-/ Fax / Post / E-mail *_email chi@ktmss.org.hk OR mail to Assistant Service Supervisor, Rehabilitation Service, G/F., Pak Ling Lau, 251 Ngau Tau Kok Road, Kwun Tong			
Part IIV: Declaration 1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose. 2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance			
Company Representative/Employer: YIP PU CH (Full name in Block Letters):			
Co. Rep. /Employer Signature or Company Chop:			
Date: 11/4/2024			
For Official Use Only:			

Received by :__

Date: __

(DD)_

(MM)_

_(YY) Valid until (2 months): ____

(MM)