



Hong Kong Juvenile Care Centre, Bradbury Hostel

Human Resources and Administration Officer

Responsibilities:

- Provide administrative support on HR such as Recruitment, Compensation & Benefits as well as HR Policy and procedure
- Training & Development, Staff Engagement and Performance Management System
- Provide professional advices and consultation to the Management Team in entire HR Services
- Handle HRMS implementation
- Prepare standard procurement documentation in accordance with established policies and procedures.
- Manage tendering process, including pre-tender preparation, tender handling, post-tender recommendation report, contract filing
- To work in collaboration with internal and external stakeholders on related functions and ah-hoc initiatives as assigned
- Perform ad-hoc duties as assigned

Requirements:

- Bachelor's Degree or Diploma in Human Resources Management or related disciplinary;
- 5 to 8 year's relevant experience with exposure in NGO sector would be an advantage;
- Well-versed in Hong Kong employment ordinance;
- Dynamic, Detail-minded, self-motivated & good team player;
- Strong interpersonal and communication skills;
- Good command of both spoken and written English and Chinese;
- Proficiency in MS Word, Excel and Chinese Word Processing;
- **Immediate availability is highly preferred**

Working Hours and Location :

- Weekly working Hours: at least 45 hours
- Work location: Wong Chuk Hang (A shuttle bus service is available between the hostel and Wong Chuk Hang MTR Station)
- 1 year renewable contract

Interested parties can send full resume with last and expected salary to Chairman, Hong Kong Juvenile Care Centre, 38 Nam Long Shan Road, Wong Chuk Hang with job title marked on the envelope or **by email to chairman@hkjcc.org.hk** on or before 17 March 2026.

(Applicants not invited for interview within 4 weeks from the closing date may consider their applications unsuccessful. All personal data collected will be treated in strict confidence and will only be used for recruitment related purpos