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| |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | **THE HONG KONG COUNCIL OF SOCIAL SERVICE(1)**  查 詢 電 話 (Tel)：2864 2929　傳 真 號 碼 (Fax)：2865 4916 查 詢 電 郵 (E-mail)：[hrm@hkcss.org.hk](mailto:hrm@hkcss.org.hk)  網 址 (Website)：[http://www.hkcss.org.hk](http://www.hkcss.org.hk" \t "_blank) | Room 1303, 13/F **(2)** Duke of Windsor Social Service Building 15 Hennessy Road, Wanchai Hong Kong |   **Officer (Rehabilitation) (Ref No: HKCSS/013/2012) (3)**  職　責 Responsibility： > To serve as secretary to networks and work groups > To work with member agencies on service enhancement and development, and issues concerned > To liaise with relevant government bureaux and departments, district councils, non-governmental organizations and user groups > To plan and implement projects.  申　請　資　格 Qualification： > A recognized university degree or equivalent, social work preferred > At least 2 years working experience in social services, in areas of mental ill and/or employment services preferred > Mature personality with analytical thinking and good communication skill  > Proficiency in spoken and written Chinese and English, and in computer applications  待　遇 Treatment： - 5-day work per week, 15-day leave annually  **截止申請日期 Deadline：2012/6/6**   |  | | --- | | Please send your application with expected salary to Room 1303, 13/F, Duke of **(4)**  Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong or email to [hrm@hkcss.org.hk](mailto:hrm@hkcss.org.hk). The data collected will be used for recruitment purpose only. |   \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | |

*每份來稿必須清楚註明下列資料：*

*The following information should be included in the recruitment advertisement:*

1. 基本資料 Basic Information

包括機構名稱、中心/業務單位、查詢電話、傳真、電郵及網址 Includes Agency Name, Centre / Core Business Unit, Enquiry Telephone Number, Fax, Email and Website

1. 聯絡資料 Contact Information

包括聯絡人及地址 Includes Contact Person and Contact Address

1. 聘請資料 Post Information

包括聘請職位、職責、要求、待遇及截止申請日期 Includes Post Title, Responsibility, Qualification, Treatment and Deadline

1. 備註 Remarks

包括遞交方式，個人資料處理等 Includes apply method, usage of personal data etc.