

循道衛理觀塘社會服務處 誠聘

**註冊社工**

- 持社會工作文憑或以上學歷；須為註冊社工
- 具安老服務統一評估機制評估員資格更佳
- 負責體弱及隱蔽長者服務
- 協助中心主任管理恆常運作
- 良好書寫及表達能力
- 性格開朗主動，具愛心，有責任感，團體合作，善於溝通

有意者，請於 7/2/2020 前致函並附履歷，寄九龍藍田平田邨平仁樓地下 5 號，藍田樂齡鄰舍中心 服務督導主任收，信封請註明職位編號：ltnc-RSW1904。申請人如於一個月內未獲約見，則作落選論，恕不另函通知。

(申請人所提供的資料將予保密及只作招聘有關職位之用)

Kwun Tong Methodist Social Service is seeking high calibre candidate for the following post:

**IT Officer**

**Responsibilities:**

- To assist in preparing, monitor and implement ICT and related policies, procedures and user guides
- Responsible for computer hardware / software installation and troubleshooting
- Provides technical support on all IT aspects including server, networking, firewall, website, hardware and software

**Requirements:**

- Diploma holder in Computer Science, Information Technology or related discipline
- Solid experience in hardware & software installation, and network maintenance is preferable
- Familiar with common PC software, Windows, MS Office & AntiVirus
- Independent and good communication skills
- Relevant experience in NGOs will be advantageous

Interested parties please send an application letter with full CV and expected salary to [ktmss@ktmss.org.hk](mailto:ktmss@ktmss.org.hk) OR mail to Assistant General Secretary, Flat A, 6/F., Takad Centre, 135 Wai Yip Street, Kwun Tong on or before 29 January 2020. Please quote the ref. No.:“cad-ITO1902” on the envelope.

(Data collected will be used for recruitment purpose only)