



Financial Services Development Council

The Financial Services Development Council ("FSDC") was established by the HKSAR Government in January 2013. The FSDC engages the financial services industry of Hong Kong and formulates proposals to promote the further development of the industry and map out the strategic direction for the development of Hong Kong as an international financial centre.

Senior Manager (Corporate Development and Administration) **(Ref: SM (CDA))**

Key Responsibilities

1. To work closely with the Board of Directors and relevant Committee(s) on corporate development, governance and other administrative matters of the FSDC;
2. To oversee a wide range of general administration services including human resources, finance, office accommodation, procurement and supplies, etc;
3. To manage a full spectrum of human resources management functions including manpower planning, recruitment and executive search, performance management, payroll, insurance and benefits, etc;
4. To oversee the accounts and budget; to plan, allocate and manage financial resources and to manage the financial reporting processes;
5. To be responsible for all office administrative matters including telecommunication services, cleansing services, procurement of officer supplies and equipment, receipt and dispatch arrangement, etc.; and
6. To develop, maintain and review internal guidelines and policies for the internal control and operations of the FSDC, including procurement guidelines, staff manuals, etc.

Requirements

1. Bachelor's degree or equivalent; preferably in human resources, business administration, accounting or relevant discipline;
2. At least 7 years' post-qualification experience, with experience of working at a senior level in human resources, financial planning or general administration;
3. Strong problem solving skills; good communication and interpersonal skills;
4. Excellent command of both spoken and written English and Chinese; and
5. Proficiency in computer knowledge and skills, including MS Office and Chinese word processing.

Terms of Appointment & Package

Appointment will be offered on 3 years fixed-term contract. Fringe benefits include paid leave, medical insurance and MPF.

How to Apply

A letter of application setting out in detail why the applicant considers himself/herself suitable for the position, together with a full curriculum vitae, **quoting the corresponding job reference** should be sent to **TT Ho of Korn/Ferry International (HK) Ltd, 15/F, St George's Building, 2 Ice House Street, Central, Hong Kong or by e-mail to FSDC@KornFerry.com or facsimile at (852) 2810 1632**. The closing date for application is **5 January 2019**. Applicants not invited for interview within 6 weeks from the closing date may consider their applications unsuccessful. For enquiries, please contact Mabel Tang at (852) 2971 2700.