



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 lead and oversee the human resources and corporate services functions, including manpower planning, recruitment, performance management, compensation and benefits administration, budgeting, staff engagement, and organisational development initiatives.
2. To support governance and corporate reporting matters, including the preparation of reports, papers and updates for the Board, Committees and management.
3. To formulate, implement and periodically review human resources, administration and corporate services policies, guidelines, internal control measures, and drive continuous improvement to enhance organisational effectiveness, governance and compliance.
4. To support the planning, implementation and monitoring of talent development initiatives, and liaise with relevant stakeholders on programme delivery;
5. To liaise with internal and external stakeholders on HR, corporate services and organisational matters, and provide support on cross-functional projects and initiatives as required; and
6. To perform any other assigned tasks.

Requirements

1. Bachelor's degree or equivalent; preferably in Human Resources Management, Business Administration, Accounting or a related discipline. Professional HR qualifications will be an advantage;
2. At least 7 years' post-qualification experience in human resources, corporate services and board administration, preferably gained in statutory bodies or public sector organisations;
3. Excellent attention to details and accuracy; 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

A competitive remuneration package will be offered to the successful candidate. Fringe benefits include paid leave, medical insurance and MPF.

How to Apply

Interested candidates please send, in **not more than four pages altogether**, a letter of application and a curriculum vitae setting out the details of qualifications, previous work experience, current and expected salary **by email to recruitment@fsdc.org.hk on or before 27 October 2026**. Applicants not invited for an interview within 8 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.

Personal data provided by job applicants will only be used for job application processing. All personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercises.