

**Hong Kong Christian Service  
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

**Job Vacancy Form**

**- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.**

**- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: [cheer@hkcs.org](mailto:cheer@hkcs.org) For enquiry please contact 3106 3104.**

*\*Delete inappropriate item*

**Part I : Employer Information (Items will be showed in the post))**

1. Company Name : Lutheran Bliss District Support Centre (Yau Tsim Mong)		2. Trade : Social Service
3. Company Address: Room 810, 38 Tai Kok Tsui Road, New Kowloon Plaza, Tai Kok Tsui, Kowloon		
4. Contact Person : * <del>Miss / Ms</del> /Mr Chris Lai		
5. Tel. No.: 37096188	6. Email Address: <a href="mailto:r12@hkcss.hk">r12@hkcss.hk</a>	7. Fax No.: 3709 6177

**Part II : Vacancy Information**

8. Job Title : Ethnic Minority District Ambassador		9. No. of Vacancy(ies) : 1		
10 Job Duties : <ul style="list-style-type: none"> <li>● Assist centre's group activities and programmes, publicity and promotional work, including but not limited to those for ethnic minorities.</li> <li>● Assist in providing simple interpretation and translation service to EMs to facilitate them to fill in application forms, obtain the information they need and get themselves familiar with the community resources, etc;</li> <li>● Assist in visits and providing escort services for EMs;</li> <li>● Assist in the production of publicity/ promotion materials in EM language(s);</li> </ul> Assist in establishing contact and maintaining liaison with members of EM communities to gauge their service needs				
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time				
12. Work Place (if different from item 3 –Company Address above): <u>Yau Tsim Mong</u>				
13. Working Hours : <u>44Hours Per Week(full Time), 24 Hours per week (Part-time)</u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u>9:00 am -5:30 pm</u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day				
14. Basic Salary : HK\$ <u>15665 (Full Time), 7832.5(Part Time)</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____				
15. Required Education : <input checked="" type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____ ) <input type="checkbox"/> Secondary (Completed Secondary _____ ) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____ )				
16. Working Experience :				
17. Language Requirement : <u>Ability to Listen &amp; Speak</u> <u>Ability to Read &amp; Write</u> <i>(please take into account the genuine job requirement)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil            English    <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil            Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil            Others (Please Specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> )  <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil         </td> <td style="width: 50%; border: none;">           Chinese <input type="checkbox"/> Able to Read &amp; Write    <input checked="" type="checkbox"/> Able to Read    <input type="checkbox"/> Nil            English <input checked="" type="checkbox"/> Able to Read &amp; Write    <input type="checkbox"/> Able to Read    <input type="checkbox"/> Nil            Others (Please specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> )  <input checked="" type="checkbox"/> Able to Read &amp; Write    <input type="checkbox"/> Able to Read    <input type="checkbox"/> Nil         </td> </tr> </table>			Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> ) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> ) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil
Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> ) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u> ) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil			

18. Other Entry Requirements:

**Part III: Job Application Method**

Applicants can apply the vacancy by:

Contact \*Ms / Miss / Mr Chris Lai at

\*Tel / E-mail 37096188

Send the resume to Ms / Miss / Mr\* Tam at

\* Tel / Fax / Post / E-mail \* r12@hkls.hk

**Part IV: Declaration**

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: TAM YIK SZE

(Full name in Block Letters):



Co. Rep. /Employer Signature or Company Chop: \_\_\_\_\_

Date: 11 / 9 / 2024

For Official Use Only :

Received by : \_\_\_\_\_ Date: \_\_\_\_ (DD) \_\_\_\_ (MM) \_\_\_\_ (YY) Valid until (2 months): \_\_\_\_ (DD) \_\_\_\_ (MM) \_\_\_\_ (YY)