



# 香港戒毒會

THE SOCIETY FOR THE AID AND  
REHABILITATION OF DRUG ABUSERS

戒往開來  
傳承關愛

Decades of devotion  
Love across generations



The Society for the Aid and Rehabilitation of Drug Abusers (SARDA), established in 1961, is the largest provider of voluntary drug treatment and rehabilitation services in Hong Kong. We adopt medical psycho-social counselling model in providing free and diversified drug treatment and rehabilitation services to drug abusers on a voluntary basis, regardless of age, gender, race and religion.

SARDA has gained various awards from the society including “Hong Kong Spirit Ambassador”, “Top Ten Best Practice Social Services Projects by HK Council of Social Service”, “Touching CSR Award of the Association of Distinguished Corporation” and “Hong Kong Ten Outstanding Community Services”.

We are sincerely inviting applications for the following post:

## **Superintendent (Operations and Administration)**

Job Ref: (307) in ADM 525/01 VII (HKMA)

### **Key Responsibilities**

- To be the Officer-in-charge of the Shek Kwu Chau Treatment and Rehabilitation Centre (the Centre);
- Responsible for the overall management and performance of the Centre; and
- To stay on-call and overnight at the Centre to meet operational needs.

### **Qualifications**

- A university degree from a recognized university of relevant discipline, or equivalent;
- A minimum of 12 years managerial and administrative experience, with hands-on experience in the day-to-day management of a residential treatment and rehabilitation centre;
- Well-experienced in capital works, project management, risks and crisis management;
- Prudent financial management skills; and
- Excellent communication skills with good command in both Chinese and English.

### **Remuneration**

Monthly salary starts from HK\$79,930.

### **Application**

1. Filling in the **online application form**; or
2. Sending the completed **application form** together with cover letter and CV by mail to Administrative Secretary, SARDA, 3/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong or by e-mail to **job@sarda.org.hk**.

(Applicants who have submitted their applications earlier need not reapply. The Society reserves the right not to fill the post.)

### **General Notes**

All applications will be treated in the strictest confidence. Personal data provided will be used only for the purpose of recruitment. Applicants have a right to request, in writing to the Administrative Secretary of SARDA, access to and correction of personal data collected from them.