



聖士提反書院  
ST STEPHEN'S COLLEGE

St Stephen's College is a co-educational secondary school. Our scenic campus resides in the heart of Stanley, the southern tip of Hong Kong Island. We provide boarding services to 400 students, who are under the care and guidance of our resident teachers. We pride ourselves on our strong Christian ethos, expansive learning environment, outstanding staff, and forward-looking initiatives.

Under the Direct Subsidy Scheme, St Stephen's is an IB world school. We provide a dual-track programme (the IBDP and the HKDSE) for senior secondary levels.

We are looking for passionate people to join our dynamic learning and teaching community.

### Facilities Officer

#### Entry Requirement:

- High Diploma / Higher Certificate / Diploma in Building Services / Electrical Engineering or equivalent;
- 3 years relevant experience in building maintenance & fitting-out work experience is an advantage;
- Experience working in sizable and complex organisation, NGO or education sectors would be an advantage;
- Team player with pleasant personality and good communication & interpersonal skills, detail oriented, responsible, enthusiastic and motivated;
- Competent PC skills in commonly used software such as SketchUp, AutoCAD, MS Word and Excel;
- With experience or knowledge of Low Voltage (LV), Extra Low Voltage (ELV) equipment such as CCTV, IoT, access control systems and related technologies is preferred;
- Fair spoken and written English and good in Chinese.

#### Duties:

- Responsible for the day-to-day maintenance of educational and boarding facilities;
- Monitor the performance of R&M and other services contractors;
- Lead the technician team and service contractors to carry out routine and preventive maintenance;
- Attend to urgent facilities breakdown, emergency incidents, enquiries or complaints and provide effective solution, sometimes outside of normal office hours;
- Carry out duties as assigned by Facilities Manager / Deputy Principal / Principal. Benefits

#### Benefits:

- 14 days of Annual Leave
- Hospital and Out-patient medical insurance package
- Staff Quarters unit may be provided





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We accept applications before **14 February 2025**. Please send your application, resume, and letters of reference to:

The Principal  
St Stephen's College  
22 Tung Tau Wan Road  
Stanley, Hong Kong

or by email to [sschk@ssc.edu.hk](mailto:sschk@ssc.edu.hk).

We are an equal opportunity employer and welcome applications from all qualified candidates. Personal data collected will be handled confidentially by authorized personnel for recruitment-related purposes only. Applicants not hearing from us within four weeks from the date of advertisement may consider their application unsuccessful. Information on unsuccessful candidates will be purged within 6 months on completion of the recruitment exercise.

