



Vacancies for 2025

The YMCA of Hong Kong Christian College (YHKCC) is a Direct Subsidy Scheme Secondary School for students aged 11-18 years old. The College provides an international style education and offers both the Hong Kong and IGCSE/GCE A-level curricula. Students are educated in a multi-cultural environment based on strong Christian values. Approximately 60% of students and 40% of teachers are from international backgrounds.

The College is looking for applicants for the following position:

NON-TEACHING POSITION (Immediate availability)

■ OFFICE CLERK

- Relevant higher diploma or completed secondary education.
- Diligent and with a pleasant personality; good manners and effective communication skills in both spoken and written English and Chinese.
- Previous experience of working in a school environment is a definite asset.
- Relevant experience in clerical work and documents.
- Proficient in MS Office.

Applications are invited from candidates who would like to make a difference in the educational sector and contribute to our mission. Please send a CV and a covering letter with the email addresses and telephone numbers of two referees, one of whom should be your current employer, to: recruitment@yhkcc.edu.hk. The application deadline is **28th February, 2026**.