

Guidelines for Applicants

Board of Management

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Mr. David Yong, J.P.

Vice President

Mr. Albert Hau

Secretary

Ms. Kim Au (CEO)

Treasurer

Mr. Kwok-Lam Leung, J.P

Board Member

Dr. John Wong

05 Sep 2025

Dear Applicant,

If you are interested in applying for the advertised position, please send your resume including the contact details of **three** referees to: -

Ms Kim Au,
Chinese Community Social Services Centre
56-60 Rutland Road, Box Hill, VIC 3128

In addition to your resume, we advise that you should address in your cover letter how your qualification/s and experiences will enable you to undertake the major responsibilities, as outlined in the job description, effectively.

Please mark "PRIVATE & CONFIDENTIAL" on the envelope and make sure that your application arrives at our office not later than **Friday 19 September 2025**.

If you choose to email your application to us, our email address is **careers@ccssci.org.au**.

It is our intention to contact those applicants who have been short-listed for interviews shortly after the closing date.

Thank you for responding to our advertisement and showing an interest in our service.

Yours faithfully,
Kim Au
Chief Executive Officer