

The Caritas Institute of Community Education (CICE) is constituent college of Caritas Community Education Service dedicated to providing high quality academic, vocational and professional programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

Assistant Manager, Programme (Ref: AMP/DGE/02/2017)
Department of General Education

The appointee is expected to perform the following duties: (1) conduct and monitor the Community-based(CB), School-based(SB) and Other Learning Experiences(OLE) programmes, (2) assist in programme planning, delivery and administration, (3) assist in planning marketing and promotion activities of CB, SB and OLE programmes, and (4) coach and supervise supporting staff.

Candidates should (a) have a Bachelor's degree and at least one year of relevant work experience in education sector; (b) have good command of English and proficiency in MS office applications; (c) be analytical-minded and detail-oriented to administrative and operational tasks; and (d) have good organizing ability and able to work independently.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Manager, Human Resources, Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong** or by email to recruit@cice.edu.hk no later than 22 September 2017.

(All information provided will only be used for recruitment related purposes.)