Assistant Manager, Administration (Ref. no.: AMA/2016)

Academic departments

**Duties and Responsibilities**

- To assist his/her supervisor(s) to manage the Department
- To handle overall programme planning, delivery and administration
- To plan and execute marketing and promotion activities for programmes
- To manage facilities and resources of the Department
- To arrange recruitment, contract and payment of part-time staff
- To prepare budgets, financial and management reports for programmes and the Department
- To provide secretarial support in relevant committee/sub-committee
- To provide support to activities and functions organized by the Department
- To take on any other duties as assigned by the supervisor(s)

**Qualifications and Requirements**

- Recognized degree (preferably in Social Sciences or related disciplines) with at least two years of relevant work experience
- Proficient in written and spoken English and Chinese
- Sound computer knowledge, particularly in MS office applications
- Good communication, organizational and problem-solving skills
- Able to interact with adult learners with diverse background
- Meticulous and multi-tasking
- Able to work on shift and in irregular hours when necessary

Application together with detailed resume stating current and expected salaries should be sent by post to: **Associate Head (Finance and Administration), Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong** or by email to **recruit@cice.edu.hk** no later than **26 August 2016 (Friday)**.