



The Caritas Institute of Community Education (CICE) is a constituent college of Caritas Community & Higher Education Service dedicated to providing quality vocational education and professional training programmes to students and working adults to support their lifelong learning initiatives.

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

Assistant Manager, Administration (Ref: AMA/CVET/01/2025)
Centre for Vocational Education and Training

The main responsibilities are: (1) provide support in course development and management of the Employees Retraining Board (ERB) programmes and other work-related learning programmes; (2) liaise with collaborating partners and potential employers for arranging practicum and placement services to course participants; (3) organize activities related to the publicity and promotion of programmes; (4) maintain the smooth operation of the administration unit to ensure effective quality assurance at programme and system levels; and (5) coach and supervise support staff.

Candidates should have: (a) Bachelor's degree with at least two years of full-time relevant work experience, preferably with hands-on experience in the operations and administration of ERB programmes and/or vocational education services; (b) have good command of Chinese and English and proficiency in MS office applications; (c) be analytical-minded and detail-oriented to administrative and operational tasks; and (d) have good organizational and problem-solving skills and be able to work independently.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Human Resources Unit, Caritas Institute of Community Education, Room 337, Caritas House, 2 Caine Road, Central, Hong Kong** or by email to ***recruit@cice.edu.hk***. **Only short-listed candidates will be notified.**

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