

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/2024)
Centre for Vocational Education and Training

The main responsibilities are: (1) provide support in planning, managing and developing 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 of ERB programmes; (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, Caritas Institute of Community Education, Room 501, 11 Caine Road, Hong Kong** or by email to recruit@cice.edu.hk no later than 23 April 2024. Applicants not invited for interview by the end of May 2024 may assume that their applications are unsuccessful.

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

Location: Shek Kip Mei