



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 post:

**Assistant Manager, Administration (Full-time) (Ref: AMA/DSS/01/2026)**  
**Department of Social Services**

Duties include: (1) provide administrative support to the operations of academic, vocational and professional training programmes; (2) liaise with collaborative partners and provide support to teachers and students related to teaching and learning; (3) assist in the design and implementation of marketing and promotional activities for programme and the development; and (4) coach and supervise support staff.

Candidates should (a) have a recognized degree preferably in communication, counselling, psychology or social work, or equivalent and at least two years of full-time relevant work experience with clear understanding of quality administrative services in the education sector; (b) have good command of English and Chinese 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 be able to work independently.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Finance and Human Resources Office, Caritas Institute of Community Education, Room 337, Caritas House, 2 Caine Road, Central, Hong Kong** or by email to ***recruit@cice.edu.hk*** no later than 13 October 2026. Applicants not invited for interview by the middle of November 2026 may assume that their applications are unsuccessful.

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