

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, Placement (Ref: AMP/CVET/07/2023)
Centre for Vocational Education and Training

Duties include: (1) assist in the planning, administration, and marketing of vocational training programmes including Employees Retraining Board (ERB) programmes; (2) liaise with collaborating partners and potential employers for arranging 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 centre and ensure the quality of services provided; and (5) coach and supervise support staff.

Candidates should (a) have a Bachelor's degree with at least two years of full-time relevant work experience, preferably in vocational education services and/or in the operations and administration of ERB programmes; (b) have good command of Chinese and English and proficiency in MS office applications; (c) have good organizational and problem-solving skills; and (d) be able to take up night-shift duties (up to 10:00pm) on a roster basis.

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 501, 11 Caine Road, 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.)