



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, Programme (Ref: AMP/DGE/01/2026)
Department of General Education

Duties include: (1) oversee the planning, development, and daily operations of academic, vocational and professional training programmes; (2) coordinate programme matters by communicating with and providing comprehensive support to teaching staff and students; (3) drive student recruitment and implement marketing and promotional activities for the programmes; and (4) coach and supervise support staff to ensure smooth programme delivery.

Candidates should (a) have a Bachelor's degree and with at least two years of full-time relevant work experience, preferably in programme management, with a clear understanding of quality assurance and programme administration in the education sector; (b) have good command of both Chinese and English and proficiency in MS office applications; (c) be analytical-minded and detail-oriented to programme operations and administrative tasks; and (d) have good organizing ability and be able to work independently to manage multiple programmes.

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 25 June 2026. Applicants not invited for interview by the end of July 2026 may assume that their applications are unsuccessful.

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