

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, Quality Assurance (Ref: AMQA/QAO/01/2026)
Quality Assurance Office

Duties include: (1) provide administrative support to academic departments in the accreditation of learning programmes; (2) manage a database of statistics and reports that comply with the requirements of the quality assurance system; (3) assist in projects to improve the quality assurance processes and procedures for learning programmes and professional services; and (4) maintain and update the policy and procedure manuals for quality assurance and management.

Candidates should (a) have a Bachelor's degree with at least two years of full-time relevant work experience; (b) be familiar with quality assurance tasks in programme management and administration; (c) have good command of Chinese and English and proficiency in MS Office applications; 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 14 September 2026. Applicants not invited for interview by the end of September 2026 may assume that their applications are unsuccessful.

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