

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.

Applications are invited from serving CICE staff members for the following post:

Deputy Principal (Administration) (Ref: DPA/01/2025)

The appointee is a member of senior management team with main responsibilities in leading CICE's administrative operations and driving institutional efficiency. Overseeing Human Resources, Finance, Campus Development, Student Services, and Marketing while ensuring compliance with strategic goals. Specifically, he/she will:

1. Support the Principal in overall operation and management by developing, implementing, and reviewing policies for operational efficiency;
2. Collaborate with Deputy Principal (Academics) to ensure efficient and cost-effective management of the Departments/Offices/Units regarding administrative processes, human resource management, and financial planning;
3. Lead and supervise department or office heads to ensure excellence in:
 - Human Resources (recruitment, training, performance, development)
 - Student Services & program operations
 - Facilities & resource management
 - Marketing strategy & financial oversight (budgets, monitoring)
4. Support staff professional development initiatives and foster a culture of continuous learning and improvement within the administrative team;
5. Collaborates with various Departments, stakeholders, and external agencies to maintain a cohesive working environment, while also prioritizing student services, emergency management, and strategic planning to support the Institute's mission and vision; and
6. Undertake and effectively complete any other tasks or projects from time to time as assigned by the Principal.

Candidates for this position should meet the following criteria:

- (a) Possess a Master's degree, preferably in education, business administration, and/or human services disciplines;
- (b) Have a minimum of 15 years of full-time experience, of which at least 5 years are in a senior position (preferably in education disciplines);
- (c) Relevant experience in HR, finance, and campus development;

- (d) Strong leadership, strategic planning, and stakeholder management skills; and
- (e) Have a passion for vocational education and the development of professional communities of practice.

Interested applicants are invited to send their resume in confidentiality to the Human Resources Unit by post to 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 8 August 2025 12:00noon. Applicants who have not received an invitation for an interview by the end of August 2025 may consider their applications as unsuccessful.

Thank you.