



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with education level at sub-degree or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre candidates to join us.

**Deputy Manager (Ref: CDM-8/17)
(On Fixed Term Contract up to March 2018)**

Major Responsibilities:

- To coordinate course accreditation exercises, including monitoring progress, liaising with stakeholders, compiling accreditation documents, and following up on accreditation results;
- to provide secretarial support to various meetings; and
- to prepare and compile reports and statistics related to course accreditation.

Entry Requirements:

- A recognised university degree with a minimum of 5 years' post-degree working experience, of which at least 2 years should be at supervisory level;
- working experience in the vocational education/ training or continuing education sectors;
- good knowledge of the Qualifications Framework would definitely be an advantage;
- possess strong analytical and organising ability, good problem solving and project management skills;
- able to work independently; and
- good command of written and spoken English and Chinese, and good PC skills.

Remuneration and Terms:

The ERB is an equal opportunity employer. The successful candidates will be appointed on fixed contract terms up to March 2018. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide annual leave, medical, dental and life insurance coverage and retirement protection.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<http://www.erb.org>). It should be forwarded together with a detailed resume either by email to hr@erb.org or by hand / by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong** (office hours from 9 am to 7 pm on Mondays to Fridays).

2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **31 August 2017**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.