



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 educational attainment at sub-degree level 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 talents to join us.

Deputy Executive Director (Quality Assurance) (Ref: DED(QA)-03/24)

Major Responsibilities:

Reporting to the Executive Director –

- to formulate and oversee the implementation of policies, strategies and processes on quality assurance of ERB courses and services;
- to administer a risk-and-performance-based quality assurance system, as well as to forestall and manage risks and crises in collaboration with different stakeholders;
- to ensure the efficiency and effectiveness of various quality assurance measures, and to undertake periodic reviews;
- to oversee the accreditation of ERB courses and the participation of ERB in various projects pertaining to the continuous development of the Qualifications Framework;
- to oversee admission and de-registration of training bodies to meet the needs of organisational development and long-term strategies of ERB; and
- to supervise the Quality Assurance Division to achieve the overall objectives of ERB in quality assurance.

Entry Requirements:

- A recognised university degree;
 - solid experience and strong track record in the fields of vocational training, quality assurance, continuing education, qualifications framework, employment and familiar with the local employment market;
 - with 10 years or more experience in senior management positions, and familiar with the operation and work values of Government or public organisations;
 - possess strategic mindset, broad outlook and high sense of integrity, proactive, dynamic, result-oriented and innovative, has good political and business acumen;
 - excellent leadership, networking, organisational and communication skills; and
 - excellent command of English and Chinese (including Putonghua).
- Applicants may be considered for other related positions should suitable vacancies arise.

Remuneration and Terms:

Successful candidate will be remunerated in accordance with qualifications and experience. Terms and conditions of employment will be agreed and set out in the employment contract.

In addition to 5-day week, we provide various leave, retirement protection, medical, dental and life insurance coverage. Appointment will be initially on contract terms for 2 years, subject to renewal by mutual agreement.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
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 March 2024**.
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.