The Employees Retraining Board (ERB) is a statutory body committed to enhancing the employability and skills of Hong Kong's workforce. Subject to the enactment of the relevant amendment legislation by the Legislative Council, ERB is planning to be reconstituted as Upskill Hong Kong (UHK), the vision of which is to foster a future-ready, resilient and high-quality manpower pool for the knowledge-based economy of Hong Kong. Our mission is to cultivate a culture of lifelong learning and empower individuals to thrive in a constantly evolving job market.

We are seeking visionary and dynamic talents to join our team and contribute to the transformation of our organisation, which will relocate to Kowloon Bay next year.

Contract Executive (Human Resources and Administration) (Ref: CE(HRA)-11/26) (with 24-month Fixed Term Contract)

Major Responsibilities:

- Manage daily HR duties including talent acquisition, onboarding, offboarding, and maintaining accurate employee personnel records;
- oversee end-to-end compensation and benefits administration, payroll record to ensure compliance with relevant employment legislation and company policies;
- maintain accurate employee database records, manage HR software workflows, and generate routine headcount, turnover, or payroll reports;
- support line manager with performance management cycles, annual salary reviews, and special HR initiatives as required; and
- perform other HR and administrative duties as assigned.

Entry Requirements:

- A recognised university degree, preferably in human resources management and 2 years' post-degree relevant working experience (fresh graduates or applicants with less experience will also be considered);
- relevant working experience with public bodies or NGOs is an advantage;
- hands-on experience in either payroll administration or training and development will be an advantage;
- good intellectual, analytical, organisational and interpersonal skills; and
- good command of English and Chinese, and good PC skills.
- Applicants with less experience may be considered for appointment as other related positions should suitable vacancies arise.

Remuneration and Terms:

ERB is an equal opportunity employer. The successful candidates will be appointed with

24-month fixed contract terms. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide gratuity, various leave, retirement protection, medical, dental and life insurance coverage.

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 **16 November 2026**.
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.