



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 expected to be reconstituted as Upskill Hong Kong (UHK), the vision of which will be 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.

Executive (Ref: E-9/26)

Overview:

ERB comprises five core divisions that support its strategic, organisational and operational functions:

Skills Research and Industry Engagement Division

Analyzes emerging skills trends, conducts manpower and labour market studies, and foster industry partnership to match training with economic needs.

Training Services Division

Manages course planning, development and administration, coordinates with training bodies to deliver market-driven skills upgrading programmes for Hong Kong's workforce.

Quality Assurance Division

Monitors quality of training courses and services, handles course accreditation exercises, and evaluates the performance of training bodies.

Business Development and Communications Division

Promotes ERB's training initiatives, strengthens corporate image, fosters stakeholder and public relations, and provides support services to service targets with training and employment needs.

Corporate Services Division

Oversees corporate support and governance in customer services, finance and investment, human resources, administration, procurement, information systems and cybersecurity.

Major Responsibilities:

- Depending on operational needs, the executives will have the opportunity to work in different divisions to broaden and deepen their career horizons.

Entry Requirements:

- A recognised university degree with preferably 2 years' post-degree working experience (fresh graduates or applicants with less experience will also be considered);
- strong intellectual, analytical, organisational and interpersonal skills; and
- good command of English and Chinese, and good digital 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. We offer competitive packages commensurate with qualifications and experience. In addition to 5-day week, we provide 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 **30 September 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.