



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 a visionary and dynamic leader to head the Executive Office of ERB/UHK, steer its transformation, and ensure the organisation is well positioned to meet future workforce needs and policy directions.

Executive Director (Ref: ED-9/26)

Major Responsibilities:

Reporting to the Board, the Executive Director will be responsible for:

- leading the overall strategic reform, operation and development of ERB, implementing Board-approved reform measures and initiatives, and discharging the duties of the post under the Employees Retraining Ordinance during the transformation into UHK;
- subject to the passage of the Employees Retraining (Amendment) Bill 2026, assuming the role of Executive Director of UHK, implementing all reform measures and initiatives according to the prevailing legislation, and leading the organisation through its transition to UHK;
- driving and implementing reform initiatives in close collaboration with government bureaux/departments, industries, training bodies, training partners and other stakeholders;
- establishing, publishing and regularly updating a forward-looking, skills-based training framework that continues to support grassroots workers while promoting continuous upskilling for the entire workforce;
- managing the Employees Retraining Fund (or such other name as may be provided in the prevailing legislation) and other resources prudently to support the long-term sustainable development of ERB/UHK; and
- leading organisational transformation to realise the vision and mission of ERB/UHK, building and motivating an efficient, agile and high-performing team, and fostering a culture of good governance and integrity.

Entry Requirements:

- A bachelor's or postgraduate degree awarded by a university in or outside Hong Kong, or an equivalent qualification;

- a minimum of 20 years of managerial experience in a sizable organisation, including substantial experience in a senior or equivalent leadership role. Familiarity with the core values and operating mode of Government departments or public organisations would be an advantage;
- excellent leadership and managerial ability, strategic planning and implementation skills, integrity, sharp political and business acumen, the ability to work effectively with a broad range of stakeholders;
- extensive knowledge and experience in continuing education, skills training, manpower development or related fields. Familiarity with the local labour market and industry developments and proven track record in leading organisational reform would be an advantage; and
- excellent command of written and spoken Chinese and English. Proficiency in Putonghua would be an advantage.

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 annual leave, medical and dental benefits, insurance coverage and retirement scheme. Appointment will be initially on contract terms for 3 years, subject to renewal by mutual agreement.

Application Method:

1. Candidates should submit an application letter with detailed resume to Ms. Rebecca Chan, KOS International Talent Group either by email (koserb@kos-intl.com) or by post (Suite 610, 6/F, Ocean Centre, 5 Canton Road, Harbour City, Tsim Sha Tsui, Hong Kong). The position applied for, with reference number, should be stated on the envelope or at the subject title of the email.
2. The deadline for application is **7 October 2026**.
3. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.

僱員再培訓局（「再培訓局」）為法定機構，致力提升香港勞動人口的就業能力及技能。待立法會通過相關修訂法例後，再培訓局將改革為「技能提升局」，為香港知識型經濟培育具備未來適應力、韌性及高質素的人才庫。我們的使命是培養終身學習文化，讓市民在不斷演變的就業市場中持續發展並發揮所長。

現誠邀具遠見、富活力及卓越領導才能的人士出任再培訓局／技能提升局行政總監，領導行政辦公室，推動機構轉型，並確保機構能有效配合未來人力需求及政策方向。

行政總監（參考編號：ED-9/26）

主要職責：

行政總監向全局負責，主要職責包括：

- 領導再培訓局的整體策略改革、營運及發展，落實全局通過的各項改革措施及新計劃，並於轉型為技能提升局期間，根據《僱員再培訓條例》履行職位相關職責；
- 待《2026年僱員再培訓（修訂）條例草案》獲通過後，出任技能提升局行政總監，按屆時生效的法例落實所有改革措施及新計劃，並帶領機構順利過渡至技能提升局；
- 與政府決策局／部門、業界、培訓機構、培訓夥伴及其他持份者緊密協作，推動及落實改革措施；
- 制定、公布並定期更新具前瞻性及以技能為本的培訓框架，在持續支援基層僱員的同時，推動整體勞動人口持續提升技能；
- 審慎管理僱員再培訓基金（或屆時生效法例所訂明的其他名稱）及其他資源，以支持再培訓局／技能提升局的長遠可持續發展；以及
- 帶領機構轉型，以實現再培訓局／技能提升局的願景及使命；建立並激勵高效率、靈活及高績效的團隊，並培育良好管治及廉潔誠信文化。

入職要求：

- 持有香港或香港以外大學頒授的學士或碩士學位，或同等學歷；
- 具備不少於二十年大型機構管理經驗，當中包括豐富的高級或同等領導職務經驗。熟悉政府部門或公共機構的核心價值及運作模式者將獲優先考慮；
- 具卓越領導及管理 ability、策略規劃及執行能力、誠信操守、敏銳的政治及商業觸覺，並能與廣泛持份者有效合作；
- 對持續教育、技能培訓、人力發展或相關範疇具廣博知識及豐富經驗。熟悉本地勞動市場及行業發展，並具領導機構改革的成功往績者將獲優先考慮；以及
- 具備優良中英文書寫及會話能力。懂普通話者將獲優先考慮。

薪酬及聘用條款：

獲取錄者的薪酬將按其資歷及經驗釐定。聘用條款及條件將經雙方協定並載列於僱傭合約內。除五天工作周外，本局亦提供年假、醫療及牙科福利、保險保障及退休計劃。獲聘者初步將以合約形式受聘，合約期為三年，期滿後可按雙方協議續約。

申請方法：

1. 候選人須把申請信及詳細履歷透過電郵(koserb@kos-intl.com) 或郵寄(香港九龍尖沙咀海港城廣東道 5 號海洋中心 6 樓 610 室)提交予 KOS International Talent Group 陳曉慧女士。申請人須於信封面或電郵主旨註明所申請職位及參考編號。
2. 截止申請日期為 **2026 年 10 月 7 日**。
3. 所收集的個人資料只作招聘用途。未獲取錄申請人的個人資料將於甄選程序完成後盡快銷毀，並必定於六個月內銷毀。