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.

Senior Manager (Quality Assurance) (Ref: SM(QA)-11/26)

Major Responsibilities:

- To process applications for admission of training bodies and to develop and review quality assurance strategies in relation to the management of training bodies;
- to lead and coordinate the implementation of quality assurance mechanisms within the division and in collaboration with related sections within ERB and training bodies;
- to liaise with internal sections and HKCAAVQ to develop policies and guidelines with regard to internal course validation and external course accreditation;
- to devise plans for strengthening the administration of centralized skills assessments for standardized courses to enhance their quality and credibility;
- to develop strategies and implement support and training schemes for the trainers of training bodies;
- to coordinate the handling of complaints from trainees and general public;
- to draft and review papers on quality assurance matters and to present the reports for deliberation by the Board and its Committees; and
- to assist Deputy Executive Director to manage the Quality Assurance Division in the formulation of performance pledges, resources management and achievement of planned targets, so as to achieve the overall objectives of ERB.

Entry Requirements:

- A recognized University degree with a minimum of 15 years' post-degree working experience, of which at least 5 years should be at managerial level, preferably in a vocational educational and training organization with experience in quality assurance for course management and development;
- good knowledge of Qualifications Framework, and programme accreditation processes of HKCAAVQ will be an advantage;
- good knowledge and experience in public governance will definitely be an advantage;

- possess strategic mindset and broad outlook, proactive, dynamic, innovative, outcome-oriented and able to work independently under pressure;
- strong interpersonal, networking, organizational and leadership skills; and
- good command of English and Chinese (preferably with Putonghua proficiency) with excellent presentation skills.
- Applicants with less experience may be considered for appointment as Manager, or 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 **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.