



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.

Training Consultant (Ref: TC-10/26)

Major Responsibilities:

- To provide training consultancy services through conducting interviews with service clients and analysing individuals' skills development and employment needs; provide personalised advice on ERB training courses and programme options, as well as relevant career and further study opportunities;
- to plan and implement digital development initiatives of training consultancy services, including development of online tools to facilitate individuals' skills advancement planning according to training needs and opportunities; and enhancement of services leveraging internal and service operators' support;
- to build up network and rapport with training bodies, community centres and NGOs, and proactively solicit outreach opportunities to introduce ERB's training and support services to specific service targets;
- to provide training information and counselling service for the needy in workshops and activities hosted by ERB's service operators as well as in corporate events; and
- any other related duties as assigned.

Entry Requirements:

- A recognised University degree preferably in Social Work, Counselling or related disciplines with a minimum of 8 years' post-degree work experience, of which at least 2 years should be at managerial level;
- relevant experience in provision of training and career counseling service preferred;
- good knowledge of the labour market, vocational training and/or employment services would be an advantage;
- practical knowledge of AI assistive applications in personalised training and development counselling would be an advantage;
- familiar with relevant Hong Kong legislation, and relevant work experience with

- government or public bodies would be an advantage;
- proactive, responsive, and service-oriented;
- strong interpersonal, analytical, presentation and problem-solving skills; and
- proficient in English and Chinese (including Putonghua), and good PC skills.
- suitable candidate will be posted as Manager (Support Services) under the functional unit.

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 **26 October 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.