The Hong Kong Council for Accreditation of Academic and Vocational Qualifications

Deputy Executive Director (Academic) [Job Reference: DED(A)-2019]

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body established under the HKCAAVQ Ordinance (Chapter 1150). The HKCAAVQ is the Accreditation Authority and Qualifications Register (QR) Authority, responsible for quality assurance of academic and vocational qualifications to underpin the Qualifications Framework (QF). In addition to these statutory roles, the HKCAAVQ also performs other functions in connection with education, training and quality assurance, including assessment of non-local post-secondary programmes, Continuing Education Fund (CEF) courses, Continuing Professional Development (CPD) programmes, and individual qualifications; provision of advisory and consultancy services on education qualifications and standards to government bureaux and organisations/institutions in Hong Kong and the Asia-Pacific region.

HKCAAVQ is now seeking to recruit a Deputy Executive Director (Academic) to lead and oversee Academic accreditation and Qualifications assessment, research and training activities.

Responsibilities

Reporting to the Executive Director, the Deputy Executive Director (Academic) is a member of the Directorate team working closely with the Executive Director in developing and implementing the strategic goals set by the HKCAAVQ Council to ensure and enhance the quality of post-secondary education and training in Hong Kong. Leading and overseeing Academic accreditation and Qualifications assessment, research and training activities, he/she will supervise and work with a senior executive team and be responsible for ensuring the delivery of effective and innovative quality assurance services, and building and maintaining a close network with operators and other stakeholders locally and abroad. As a member of the Directorate team, the appointee will oversee the implementation of business plans and strategic projects.

The major portfolio of the candidate includes directing the accreditation and assessment of programmes/institutions in the Academic education and training sector; planning and steering new services and projects in Academic accreditation, assessment, research and training; contributing to the integration and rationalisation of quality assurance approaches and methodologies to support Government policies; and enhancing professional standards and capacity for the continued success of HKCAAVQ. A significant part of the portfolio involves work conducted in Chinese. The Deputy Executive Director (Academic) will also assist the Executive Director in managing resources and supervising other designated projects and initiatives in Hong Kong, Mainland China and other parts of the world.

Requirements

HKCAAVQ is looking for an experienced senior executive with good professional standing in Academic education and training. It is imperative for the candidate to have an in-depth knowledge and a sound understanding of the local and international Academic sector, together with substantial practical experience with quality assurance of academic education. A thorough understanding of the challenges posed by the developments in academic education and training as well as the emerging trend of quality assurance and enhancement in Hong Kong and worldwide is essential. He/She should possess the ability to command respect from the relevant sector in Hong Kong and to balance the interests of multiple stakeholders.

He/She must have proven leadership experience and a track record of success in developing and implementing strategic and business plans in alignment with the vision and mission of an organisation, effective cultivation of stakeholder relations in creating a climate of mutual trust and respect, and being resourceful in capacity building and professional development. Other essential qualities include strong organisational, problem-solving and decision-making skills, good interpersonal skills with individuals and groups, and excellent presentation and communication skills.

Conditions of Service and Application Procedure

This position will be based in Hong Kong. Initial appointment will normally be made on a two-year contract basis subject to renewal. The HKCAAVQ Council is prepared to offer a competitive remuneration package for the suitable candidate who is committed to contributing to the quality assurance profession and the leadership opportunity that the position offers.

Candidates interested in the post please send application letter and CV to the Executive Manager (Human Resources) either by email to career_academic_2019@hkcaavq.edu.hk or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, together with a narrative on how the candidate can contribute to the position and HKCAAVQ. Please provide details of at least three referees and state present and expected salary. The closing date for application is 14 June 2019.

Personal data collected will be treated in the strictest confidence and only be used for recruitment purposes. Personal data provided by candidates will be handled strictly in accordance with HKCAAVQ’s Personal Data Privacy Policy. For more information on HKCAAVQ, please visit www.hkcaavq.edu.hk.