

## Hong Kong Council for Accreditation of Academic and Vocational Qualifications

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body to provide quality assurance and assessment services to education and training institutions, course providers and the general public. HKCAAVQ is undergoing a development project for a verification platform for digital credentials of individuals. Energetic professionals who are interested in the development to provide project-based and time-limited services are invited to indicate interest through the process below.

### **Contract for Services by Individual Consultant (IT System Optimisation and AI Integration) [Ref: 2026/IT/CS09]**

HKCAAVQ seeks to enhance its service capacity by engaging Individual Consultants via a Contract for Services. An Individual Consultant will provide time-limited services for the project through a Contract for Services. The scope of services will be agreed between HKCAAVQ and the Individual Consultant and may include a detailed scope of services, timeline and schedule of completion of work, deliverables and fees for the services.

We are seeking a highly experienced IT Consultant to lead the strategic expansion, system modernisation, and digital transformation of our core systems. This consultant will oversee the end-to-end delivery lifecycle, introduce emerging technologies (AI, LLM, RAG, RPA), and define our future business application.

Key responsibilities include:

1. **End-to-End Project Management:** Serve as the overall Project Manager for large-scale system expansion and complex digital initiatives. Oversee the delivery lifecycle from initiation to closure, covering software solutions, infrastructure, information security, and AI deployment.
2. **System Expansion & Requirement Gathering:** Identify business opportunities, gather user requirements, and assess the current core system baseline. Define the scope of work and compile comprehensive business proposals, including Statement of Work (SOW) and Functional Specifications.
3. **Architecture & Redesign Support:** Collaborate with System Analysts to document current-state technical dependencies and outline recommendations for the expanded system architecture.
4. **AI & Technical Leadership:** Lead the conceptualization, architecture design, and implementation of AI-driven solutions. Translate emerging technologies (AI, LLM, RAG, RPA, cloud platforms) into practical, secure, and scalable system features.
5. **Stakeholder & Vendor Management:** Oversee multiple development projects by liaising with business stakeholders, the internal tech team, and external vendors. Respond to and evaluate functional and technical elements of RFI/RFPs.
6. **Agile Delivery & Technical Support:** Work in an agile environment to deliver high-quality software against aggressive schedules. Support technical aspects such as solution briefings, proof-of-concept (POC) work, demo building, and coordinating technical resources.
7. **Project Governance & Tracking:** Monitor project costs, resource allocation, payment milestones, and prepare status reports. Develop and maintain comprehensive documentation, including project plans, design specifications, testing plans, risk/issue logs, and change requests.

Any Individual Consultant engaged through a Contract for Services is not a staff member of HKCAAVQ and will not be entitled to any benefits as such. The Individual Consultant will act as an independent contractor and there will be no employment relationship between HKCAAVQ and the Individual Consultant.

### Qualification and Experience Required for serving as Individual Consultant

The Individual Consultant should:

1. hold a first degree comparable to HKQF Level 5 in Information Technology, Computer Science, or a related discipline. Certifications such as PMP, Agile/Scrum, or cloud certifications are highly preferred.
2. have at least 10 years of relevant post-qualification work experience, with at least 5 years in project management, solution leadership, or digital transformation roles, preferably in large enterprise environments.
3. have strong knowledge and hands on experience in:
  - a. Application and enterprise system development (experience in expanding/scaling existing systems is highly preferred).
  - b. AI and Large Language Model (LLM) deployment (both cloud based and on premises environments).
  - c. Cloud architecture and deployment.
  - d. CI/CD pipelines, DevOps practices, and secure system deployment.
4. have a good understanding of infrastructure, information security, network, and cloud environments within regulated, compliance driven, or quality management industries. Practical knowledge of AI, or the experience and ability to apply Generative AI tools in their daily workflows, will be highly preferred.
5. be proficient in written and spoken English and Chinese (Cantonese/Putonghua).

### Procedures for indicating interest

Parties who are interested should submit a full CV, including a short description of previous experience in IT system development and project management, to illustrate relevant competencies for providing consultancy services. Please send in the information and quoting the relevant reference number to [liztwong@hkcaavq.edu.hk](mailto:liztwong@hkcaavq.edu.hk) with the reference number indicated in the email on or before 5 July 2026.

Information collected will be treated in the strictest confidence and only be used for contract processing purposes.

For more information on HKCAAVQ, please visit [www.hkcaavq.edu.hk](http://www.hkcaavq.edu.hk).