

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 that accredits academic and vocational programmes under the Qualifications Framework to ensure that they meet the quality standards. We offer professional and exciting career opportunities in a dynamic work environment. Applications are invited for the following position:

Assistant Registrar

[Ref: 2025/09/10]

Responsibilities

The appointee will be involved in accreditation and assessment exercises in the Vocational and Professional Education and Training (VPET) sector, and conduct projects related to quality assurance of education and training programmes. Major duties may include conducting accreditation and assessment exercises; assisting in relevant research and consultancy work, liaison with institutions, government bureaux, and professional bodies; supporting the development of guidelines and procedures, and other internal and external development activities; and management of databases.

Requirements

Applicants should hold a first degree comparable to HKQF Level 5, preferably with a post-graduate qualification at HKQF Level 6 or above, with at least 5 years of post-qualification relevant work experience, preferably in education, training or quality assurance. We are looking for an individual who has a good understanding of the education system in Hong Kong; good analytical, project management, presentation, interpersonal and communication skills; and excellent written and spoken English and Chinese, including Putonghua. Being proactive, reflective, independent as well as a team player is essential. Possessing good ICT knowledge, understanding of international qualification standards and exposure to accreditation/quality assurance work in the vocational sector would be an advantage.

Conditions of Service and Application Procedures

Initial appointment will normally be made on a two-year contract subject to renewal. We offer competitive salary commensurate with qualifications and experience, contract-end gratuity, plus fringe benefits including annual leave, medical and dental benefits.

Applicants are invited to apply by letter and elaborate how you can contribute to HKCAAVQ together with your CV, and stating the expected salary. Please send your application quoting the relevant reference number to the Executive Manager (Human Resources) either by email to recruitment@hkcaavq.edu.hk or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong no later than 6 October 2025.

Personal data collected will be treated in the strictest confidence and only be used for recruitment purposes. For applications not shortlisted for interview, including unsolicited ones, the data will be retained for six months from the deadline for application or the date of receipt if unsolicited. During this retention period, if suitable vacancies arise, these applications may be considered. All retained data will be destroyed thereafter.

For more information on HKCAAVQ, please visit www.hkcaavq.edu.hk.