

## **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:

### **Registrar**

**[Ref: 2025/09/09]**

#### Responsibilities

The appointee will conduct accreditation and assessment exercises in the Vocational and Professional Education and Training (VPET) sector, undertake research and consultancy projects related to quality assurance in the sector and the development of the Qualifications Framework.

#### Requirements

Applicants should hold at least a first degree comparable to HKQF Level 5 and at least 8 years of post-qualification relevant work experience in the education and training sector, preferably with post-graduate qualification at HKQF Level 6 or above. Experience in quality assurance work and digital technology related innovation would be an advantage. We are looking for an individual who has a good understanding of the Qualifications Framework and of the VPET sector in Hong Kong; strong project management skills, ability to critically analyse and synthesise information leading to logical and evidence-based judgment; excellent written and spoken English and Chinese (including Putonghua); good presentation and communication skills. The successful candidate should be proactive, reflective, independent as well as a team player.

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#### 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](mailto: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](http://www.hkcaavq.edu.hk).