

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:

Executive Manager (Facilities Management)

[Ref: 2026/07/07]

Responsibilities

The appointee will be responsible for building and facilities management and daily office administration. Major duties include:

- Maintenance of building and office premises, equipment and furniture, procurement and contract management, inventory control;
- Supervision of security, occupational health and safety, and cleaning services in compliance with relevant legislation;
- Development and review of internal policies and procedures;
- Preparation and analysis of management reports;
- Liaison and coordination with the major stakeholders of the district;
- Handling general administration duties.

Requirements

Applicants should possess:

- A university degree comparable to HKQF level 5 preferable in facilities management, housing management, general administration of property, or equivalent;
- At least 8 years of relevant post-qualification work experience;
- Excellent management skills and strong practical experience of property and office operations and local regulations in relation to operation and maintenance of buildings;
- Excellent service orientation, communication and interpersonal skills, including good written and spoken English and Chinese and computer proficiency are a must;
- Good management and effective problem solving skills as well as the capacity to be a team player in the organisation.

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 including a short narrative on how you can add value to HKCAAVQ together with your CV, and 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 14 August 2026.

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.