

## **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 Officer**

**[Ref: 2026/06/05]**

#### Responsibilities

The appointee is expected to provide professional and administrative support for accreditation, assessment, research, and training work.

#### Requirements

Applicants should possess a first degree comparable to HKQF Level 5, with at least 2 years of post-qualification relevant work experience, preferably in the education sector or professional bodies. We are looking for a self-motivated, meticulous, independent and responsible individual who has good communication and interpersonal skills; very good written and spoken English and Chinese (including Putonghua); high proficiency in MS Office (Word, Excel, Access, PowerPoint) and data management. Knowledge of Adobe Illustrator, Photoshop, and Dreamweaver is preferred. Being an effective team player as well as able to work independently is essential.

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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 8 July 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](http://www.hkcaavq.edu.hk).