

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 (Human Resources)

[Ref: 2024/10/15]

Responsibilities

The appointee will be responsible for performing full spectrum of human resources functions, including recruitment and appointment; compensation and benefits; training and development; maintenance of personnel and leave records; preparation of management reports and statistics; review and maintenance of filing system; assistance in research and review of policies and procedures; and participation in ad hoc projects.

Requirements

Applicants should possess a degree in Human Resources Management or a related discipline, comparable to HKQF Level 5, at least 2 years of post-qualification relevant work experience, and have a good knowledge of the Hong Kong Employment Ordinance and related legislation. We are looking for a meticulous, responsible and flexible individual with a service-oriented attitude. Being an effective team player as well as able to work independently is essential. He/She should possess good analytical and organisational skills; strong communication and interpersonal skills; good written and spoken English and Chinese (including Putonghua); high proficiency in MS Office (Word, Excel, Access and PowerPoint). Experience in managing HRIS is desirable.

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 and 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 stating expected salary. Please send your application quoting the relevant reference number to the Executive Manager (Human Resources) either by email to recruit_hr@hkcaavq.edu.hk or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong no later than 27 January 2025.

Personal data collected will be treated in the strictest confidence and only be used for recruitment purposes.

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