

The Caritas Institute of Community Education (CICE) is constituent college of Caritas Community Education Service dedicated to providing high quality academic, vocational and professional programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

Assistant Manager, Placement

Department of Government-subsidized Programmes (Ref.: AMP/DGSP/01/2018)

The appointee is expected to perform the following duties: (1) assist in the planning, administration, marketing and promotion of programmes as well as the related placement services; (2) liaise with collaborating partners and potential employers for the administration of placement services; (3) organize activities related to placement services; and (4) coach and supervise support staff.

Candidates should (a) have a Bachelor's degree, preferably in Social Sciences / Business / Marketing areas and at least two years of full-time relevant working experience; (b) have good interpersonal and communication skills (including written and spoken English and Chinese); (c) have good organizational and problem-solving skills, and be able to work independently; and (d) be proficient in MS office applications.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Manager, Human Resources, Caritas Institute of Community Education, Room 506, 2 Caine Road, Hong Kong** or by email to recruit@cice.edu.hk no later than 26 February 2018.

(All information provided will only be used for recruitment related purposes.)