



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:

**Manager, Administration (Ref.: MA/HO/01/2018)**

The appointee is expected to perform the following duties: (1) provide administrative support to the Head of Community Education Service in the coordination of the academic and administrative functions; (2) assist in operations system improvement and new project development; (3) liaise with senior management in preparing documents for meetings and provide secretarial support to committees; and (4) undertake general office duties especially in coordination and liaison work with other Service units of Caritas-Hong Kong.

Candidates should (a) have a Bachelor's degree with at least five years of relevant work experience; (b) have good command of English and proficiency in MS office applications; (c) be analytical-minded and detail-oriented to administrative and operational tasks; and (d) have a passion for community education as well as positive and helpful attitude towards people.

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](mailto:recruit@cice.edu.hk) no later than 2 June 2018.

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