



香港浸信會聯會專業書院

ACADEMY OF THE BAPTIST CONVENTION OF HONG KONG

## Head of Administration and Development / Senior Officer (Administration and Development)

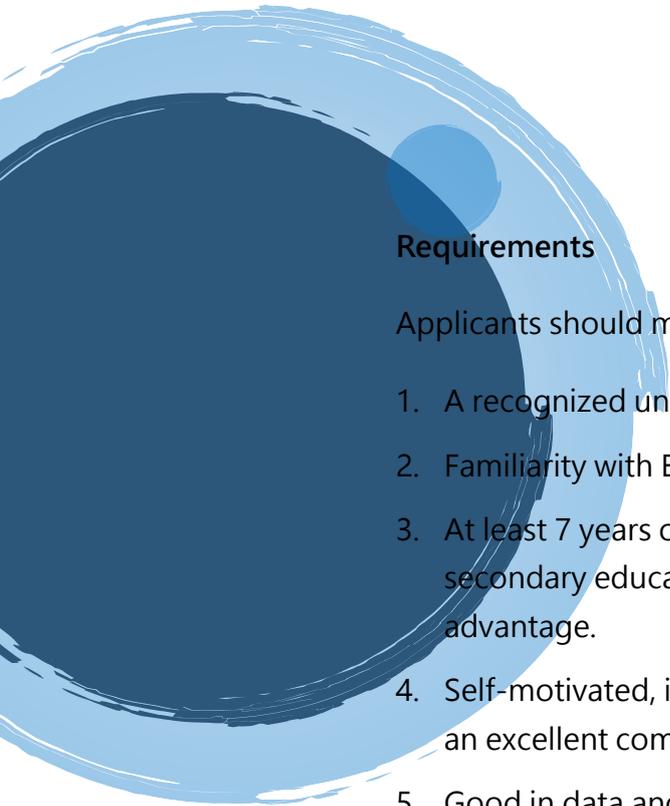
### Job Highlights

- To lead and manage the day-to-day operations of the Academy
- To ensure the effective delivery of teaching programmes (local, mainland and
- overseas)
- To assist the Principal in quality assurance of existing programmes
- To assist the Principal in proposed programmes submission for accreditation (level 3 or above)

### Job Description

Reporting to the Principal, the Head of Administration and Development or Senior Officer (Administration and Development) takes a leading role in the Academy. Specifically, he/she will perform the following duties:

- To take a leading role in managing compliance issues, human resources and financial resources of the Academy
- To supervise and coordinating school administrative matters
- To communicate effectively with all stakeholders
- To contribute effectively and meaningfully to overall development and management of the Academy as member and/or secretary of various committees
- To ensure effective administration of all quality assurance measures and institutional review
- To perform any other duties as assigned by the Academy.



## Requirements

Applicants should meet the following requirements:

1. A recognized university degree holder
2. Familiarity with EDB circulars, finance and resource management
3. At least 7 years of relevant experience. Work experience in post-secondary education and continued education sector will be an advantage.
4. Self-motivated, independent, analytical and meticulous person who has an excellent command of both written and spoken English and Chinese.
5. Good in data and system management, project management, interpersonal, communication, presentation and problem-solving skills.
6. Proficiency in MS Office. Working knowledge in on-line marketing is an advantage.
7. Need to work at irregular hours, weekends and public holidays

## Notes to Applicants:

1. Please submit your application via e-mail: [recruit@abchk.edu.hk](mailto:recruit@abchk.edu.hk)
  2. Application should include a curriculum vitae, current/latest salary and expected salary.
  3. Applicants must submit copies of certificate that they have fulfilled the academic qualifications.
  4. Shortlisted candidates will be invited to attend an interview.
  5. Data collected will be used for recruitment-related purposes only.
  6. Appointment will initially be made on contract basis for up to two years, renewable subject to mutual agreement.
  7. Applicants with less experience may be considered for the post of Senior Officer (Administration and Development).
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