



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to people aged 15 or above with educational attainment at sub-degree level or below. Our vision is to help build up a flexible, high quality and resilient labour force for the knowledge-based economy of Hong Kong. To achieve this goal, we invite high calibre talents to join us.

Part-time Teaching Advisor (Ref: PTTA-6/24)

Major Responsibilities:

- To conduct onsite / online Class Visits and share teaching experience with trainers. Each Teaching Advisor will conduct around 2-4 Visits per month and each Visit would last for 2-3 hours;
- to prepare Class Visit reports and corresponding documents as requested by the Executive Office of ERB;
- to provide training to stakeholders; and
- to attend meetings as the representative of ERB, if necessary.

Entry Requirements:

- Recognized Bachelor's degree;
- post Bachelor's degree qualification relevant to education / training, e.g. Certification in Education or Diploma in Education;
- at least 7 years' work experience in education / training field, and practical experience in onsite / online teaching, class inspection, teaching evaluation or other professional work; and
- good communication skill and proficiency in Chinese and English.
- Applicants may be considered for other related positions should suitable vacancies arise.

Remuneration and Terms:

ERB is an equal opportunity employer. The successful candidates will be appointed on contract terms, and subject to renewal by mutual agreement.

Application Method:

1. Application should be made by completing the ERB Job Application Form available from the ERB website (<https://www.erb.org>). It should be forwarded together with an application letter and detailed resume either by email to hr@erb.org or by post to **HRA Section, Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.**
2. The position applied for, with reference number, should be stated on the envelope or at the subject title of the email. Applications without a completed ERB Job Application Form may not be considered.
3. The deadline for application is **20 June 2024**.
4. Shortlisted applicants may be required to sit for a written test.
5. Personal data collected are for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.