

Manager – Programme Planning & Special Duties

Duties:

- To lead, manage and supervise the overall effective operation of the Programme Planning & Special Duties Section of the Institution in delivering two major learned society functions - learned society programme planning and development, and complaint handling
- To work with superiors on special duties to conduct assessment and investigation into general complaints against members and convicted cases of members
- To plan and implement a wide range of events and initiatives, including webinars/seminars, competitions, outreach and school programmes etc.
- To support committees and task forces relating to planning, alternative dispute resolution, and other matters of the Institution
- To undertake ad hoc projects and other duties assigned

Requirements:

- University Graduate with 7 years or above working experience, of which at least 2 years at managerial or supervisory level
- Proven event management skills and ability to manage multiple tasks effectively
- Strong leadership to provide direction, inspiration and guidance to team members
- Excellent analytical, organizational and problem solving skills
- High level of integrity and accuracy to handle sensitive and confidential information
- Independent, detail-oriented and be able to accomplish targets under pressure
- Excellent command of spoken and written English and Chinese
- Fluency in Putonghua a definite plus

Please apply in confidence with full career details and salary expectation by sending email to The Hong Kong Institution of Engineers at hr@hkie.org.hk.

All information provided by applicants will be treated in strict confidence and used only for recruitment purpose. Only shortlisted candidates will be notified. All personal data of unsuccessful applicants will be destroyed after completion of the recruitment exercise.