

The College now seeks to recruit suitable candidates for the following position:

Executive Officer (Programme Accreditation)

Requirements:

- a) A degree holder, preferably in English Language, Journalism, or related disciplines;
- b) At least one year of relevant experience in editing and document compilation;
- c) Proficiency in the command of both written and spoken English with good presentation skill;
- d) Applied knowledge of MS Office;
- e) Attention to detail and commitment to accuracy;
- f) Ability to work independently and collaboratively in academic environment;
- g) Experience in quality assurance work would be an advantage.

Responsibilities:

- a) Assist in reviewing, editing, and compiling programme documents, reports, and quality assurance materials;
- b) Ensure accuracy and consistency in document submission as well as compliance with the standards of qualifications frameworks of the academic sector;
- c) Coordinate with academic staff and administrative staff for accreditation and re-accreditation preparations;
- d) Demonstrate team spirit and willingness to help.

Applications:

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia Christian College, 1/F, 69-119, Broadway Street, Mei Foo Sun Chuen Phase 4, Kowloon, Hong Kong, or by email to hr@gratia.edu.hk on or before 5 December 2025. Shortlisting and interview may be arranged before the application deadline should suitable potential candidates be identified. For enquiries, please call at 2115 1215.