

For information

Legislative Council Panel on Manpower

Recruitment of the Executive Director of the Employees Retraining Board

Purpose

This note reports on the recruitment of the Executive Director (ED) of the Employees Retraining Board (ERB).

Background

2. At the meeting of the Legislative Council Panel on Manpower (Panel) held on 24 April 2008, Members discussed a proposal from the Administration to retain a supernumerary post of Administrative Officer Staff Grade B in the Labour and Welfare Bureau for a period of two years from 1 August 2008 (LC Paper No. CB(2)1662/07-08(03)). The proposal aimed to enable the continued secondment of a civil servant to the ERB as its ED to oversee the daily operation of the ERB, including the implementation of the various recommendations arising from the strategic review on its future role and functions. The ultimate intention was to fill the ED/ERB post by open recruitment. During the discussion, the Panel asked the Administration to report to the Panel on the future open recruitment for the ED/ERB post. The Panel agreed to the Administration's proposal and its submission to the Establishment Subcommittee of the Finance Committee (ESC). The ESC endorsed the Administration's proposal on 28 May 2008.

Open Recruitment of the ED/ERB post

Preparation for Recruitment

3. With the implementation of the comprehensive range of ERB initiatives well on-track, the ERB decided that it was appropriate to conduct an open recruitment to fill the post of ED upon the completion of the secondment of a civil servant to the ERB. The ERB set up a selection panel, chaired by its Chairman, in September 2009 for the purpose of the

recruitment. Recruitment advertisements stating the requirements of the post were published in local newspapers in October 2009. A copy is attached at Annex for Members' easy reference.

Responsibilities of the ED/ERB Post

4. The ED/ERB reports to the ERB, and discharges the functions of the ERB under the Employees Retraining Ordinance and oversees the continuous implementation of various initiatives set out in the strategic review. The main duties of the ED/ERB are listed in the recruitment advertisement at Annex.

Applications and Selection of Candidate

5. A total of 75 applications were received by the application deadline. Based on the requirements of the ED post, the selection panel shortlisted seven best qualified applicants for interview. The selection panel has completed its deliberations and identified a suitable candidate. The proposed candidate has been approved by the ERB for appointment and the candidate has accepted the ERB's offer.

Way Forward

6. The ERB will announce the appointment of its new ED in July. The secondment of the incumbent ED/ERB from the civil service will end on 1 August 2010. Members are invited to note the above report on the open recruitment of the ED/ERB.

Labour and Welfare Bureau
July 2010



The Employees Retraining Board (ERB) is a statutory body which provides training programmes and services of high quality to those aged 15 or above with education level at sub-degree 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 candidates to join us for the following position.

Executive Director (Ref: ED-10/09)

Major Responsibilities:

Reporting to the Board, the Executive Director has the following major responsibilities –

To discharge the functions of the ERB under the Employees Retraining Ordinance and to implement various initiatives set out in the Strategic Review of the Board (as endorsed by the Government in March 2009). These include –

- (a) To initiate, develop and implement the Board's policies, strategies and programmes for training / retraining of employees;
- (b) To promote and implement the Manpower Development Scheme (previously known as the Employees Retraining Scheme) to enhance the quality of the labour force through collaboration with various stakeholders;
- (c) To direct, co-ordinate and monitor funding and delivery of quality training / retraining courses and services through a network of training and service providers;
- (d) To administer and effectively manage the Employees Retraining Fund for the sustainable development of the Board's services; and
- (e) To direct and oversee the operation of the Board's Executive Office, skills assessment centre, training resource centres, "Smart Living" and other service schemes.

Requirements:

- (a) A recognized university degree;
- (b) Over 20 years of managerial experience at senior level, well versed in the operation, core values and standards of conduct of Government and/or public organizations;
- (c) Solid experiences and strong track record in the fields of vocational training, retraining, continuing education, and employment services, familiar with Hong Kong's labour market, and a strong commitment in skills upgrading and manpower development in Hong Kong;

- (d) Proven leadership and organizational ability with excellent strategic planning skills, impeccable integrity, sharp political and business acumen, able to master a broad range of stakeholder relations, capable of leading change management; and
- (e) Excellent command of written and spoken English and Chinese (including Putonghua).

Remuneration and Terms:

Successful candidate will be remunerated in accordance with qualification and experience. Complete terms and conditions of the employment will be set out in the employment agreement. In addition to 5-day week, we provide annual leave, medical and dental benefits, insurance coverage and retirement scheme. Appointment will be initially on contract terms for 3 years, and subject to extension by mutual agreement.

Notes to Applicants:

1. Interested parties are invited to apply by sending an application, together with a personal resume, to Human Resources & Administration Section by email to hr@erb.org or by hand / by post to **HRA Section, 43/F Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong** (office hours from 9 a.m to 7 p.m on Mondays to Fridays). Background information about the ERB is available at the ERB website (<http://www.erb.org>).

Closing date of application: 24 October 2009

2. The position applied for, with reference no., should be stated on the envelope or at the subject title of the email.
3. Collected personal data is for recruitment purpose only. Personal data of unsuccessful candidates will be destroyed soon after selection, and definitely within 6 months.