



Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

## **Assistant Principal (College & Programme Development)**

*Ref: APRICPDCOC/12/24*

### **Responsibilities:**

- Provide strong leadership and actively contribute to the strategic development and implementation of academic programmes at the College;
- Plan, oversee, and direct the instructional programmes and activities of departments offering non-subsidized programmes;
- Take responsibility for budgeting, contract management, and resource allocation in coordination with the implementation of non-subsidized programmes;
- Ensure the establishment and maintenance of an effective internal quality assurance system that promotes continuous improvement in teaching and learning, and ensures adherence to college standards for curriculum and discipline;
- Conduct regular programme and curriculum reviews to ensure successful programme validation and re-validation exercises;
- Foster collaboration with universities and post-secondary institutions to develop, implement, and maintain articulation agreements;
- Establish and nurture relationships with colleges, community organizations, and secondary schools to facilitate coordination of educational services;
- Develop and execute effective marketing strategies that align with the overall direction of the College; and
- Perform any additional duties as directed by the Principal of the College.

### **Requirements:**

- Hold a recognized Master degree or above;
- Possess at least 10 years' experience in education administration or self-financed tertiary institutes; and
- Have good command of spoken and written English and Chinese (Putonghua and Cantonese).
- Working location: YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [recruit@ymca.org.hk](mailto:recruit@ymca.org.hk) **on or before 16<sup>th</sup> December, 2024.**