



Project Officer (Ref. PO/PASS)

The project Officer will lead a PASS fund project (HKSARG funded project); to organise workshops jointly hosted with Industry Training Advisory Committee through liaising with Qualification Framework Secretariat for professional auditor to enable the sharing and exchange of expert knowledge, discussion on case studies to enhance the professional knowledge of auditors about the latest ISO 9001 standard; challenges and opportunities for audit services in the Mainland and Asian countries. He will also be responsible for the coordination and attending exhibitions overseas by approaching the enterprises of different industrial trades, demonstrate to them the geological advantage and superiority legal status of Hong Kong professional auditor in Mainland. The Project Officer shall have to participate in visits to auditor organizations and government department in Mainland, Taiwan and Singapore to enhance co-operation, networking and exchange view on cross broader audit work and certification industry and assist in the compilation of market reports covering all findings from the exhibitions cum visits to Taiwan and Singapore and visit to the Mainland.

Requirements:

- More than 5 year working experience with at least 2 year experience in organising Workshops and exhibitions and conference
- Experience related to ISO 9001 and ISO 17024 is an advantage
- Proficiency in writing and English and Chinese report writing skills
- Good command of English and Chinese including Mandarin
- Able to work independently and strong interpersonal skills
- Working in Fanling

Salary:

20,000 per month for 15 months starting in August 2017

Interested parties please send personal resume to Hong Kong Institution of Certified Auditors (HKICA) Secretariat: PO Box 79010, Mongkok Post Office, Mongkok, Kowloon or email to info@hkica.org before 5 July 2017 quoting the above post reference.

For enquiry, please contact Ms Alice Cheung at tel 2789 2389.

Data Received will be kept confidential and will be used for processing of application only.