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ESTATE AGENTS AUTHORITY

The Estate Agents Authority (EAA) is a statutory organisation set up under the Estate Agents Ordinance (Cap.511 of the Laws of Hong Kong) to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

Director of Services and Professional Development

(Ref No.: EAA-2026/06)

Key Responsibilities

Reporting to the Chief Executive Officer (CEO), the appointee's key responsibilities include the following:

Board Secretariat & Corporate Governance

- Serve as the secretary to the EAA Board and the Finance the Strategic Development and Management Committee (SDMC); operate an efficient secretariat for the EAA Board and the Standing Committees; ensure good corporate governance of the EAA; represent the EAA as a regular member of other public bodies.

Strategic Section Leadership

- Provide strategic directions, lead, manage, and supervise the operation and development of the following five sections:

  Corporate Communications: Oversee public education, media and external relations, brand building, stakeholder engagement, and annual reporting.

  Human Resources: Oversee HR strategy, manpower planning, talent management, regulatory compliance, and employee relations.

  Finance and Administration: Manage financial controls, budgeting, investments, procurement, facilities, and operational governance. Oversee the preparation of financial accounts and statements, and related audit work.

  Information Technology & Data Analysis: Lead IT infrastructure, cyber-security compliance, technological innovation, and data analytics to support regulatory and training functions.

  Professional Development: Ensure effective implementation of both the voluntary and mandatory Continuing Professional Development schemes and drive strategic educational partnerships.

Leadership

- Serve as a core member of the senior executive team to contribute to the overall achievement of the EAA mission.

- Perform such other tasks as the CEO may assign from time to time for achieving the vision and mission of the Authority.

Requirements

- A recognized university degree or appropriate professional qualification
- Mature personality with a minimum of 10 years' senior management experience, preferably gained from public organisations, Government departments or other sizeable organizations
- Experience in serving Boards and Committees and proven track record in managing corporate services and multi-disciplinary teams preferred
- Strong and efficient operating skills in a multiple-stakeholder environment
- Strong analytical capability and political acumen, able to work efficiently and independently under pressure
- Excellent presentation and drafting skills in both English and Chinese, and good command of Putonghua
- Exposure in IT governance, IT project development and data analysis, and a broad understanding of the real estate market operations an advantage

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

Application Procedure

Applications with full resume indicating your current and expected salaries should be sent to: Chief Executive Officer of the Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong, or via email to recruitment@eaa.org.hk. Please mark "Private and Confidential" and "Application for the position of Director of Services and Professional Development (Ref No: EAA-2026/06)" on the envelope or as the subject of the email. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply.

Review of applications will continue until the position is filled. Candidates who are not invited to attend an interview within 6 weeks from the date of sending their applications may assume that their applications have been unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER