

The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

Officer (Professional Development)

(Ref No.: EAA-2024/10)

Key Responsibilities

The incumbent will be posted to the Professional Development Section to handle the following:

- Plan, organise and manage logistics of learning activities under the Continuing Professional Development (CPD) Scheme
- Administer the Mandatory CPD Scheme including collection, compilation and spit checks of CPD attendance records of licensees
- Prepare training materials of classroom courses and produce e-Learning programmes for the estate agency trade
- Process applications and vet training materials of activity providers from estate agency trade for endorsement of CPD activities
- Conduct analyses on statistics on CPD activities
- Supervise supporting staff and perform other duties as assigned by superiors

Requirements

- A recognised university degree
- Minimum 2 years' relevant working experience
- Good command of English and Chinese, and proficiency in Putonghua (preferably attained Level 4 or above in HKDSE, or Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or equivalent)
- Strong organisational capabilities, meticulous and able to meet deadlines
- Able to work independently
- Good interpersonal and communication skills
- Estate agency or conveyancing related work experience an advantage
- Proficiency in application of relevant PC software, e.g. MS Word, Excel, Powerpoint, Adobe Premiere Pro, Adobe Illustrator and Chinese word processing

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 and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or by email to hr@eaa.org.hk not later than **14 May 2024**. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications 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**

