

POSITION:

Programme Manager

INTRODUCTION

The Hong Kong Trustees' Association Limited ("HKTA") was established in 1991 by members of the trust and fiduciary services sectors to represent the trust industry in Hong Kong, particularly in the areas of legislation and education. It is a not-for-profit company limited by guarantee and incorporated in Hong Kong. The Trustees' Association currently has more than 110 corporate members and 109 individual members, and represents thousands of people working in the trust, pensions, private banking, asset servicing, legal, accounting and other professional services fields.

As the HKTA Programme Manager, it is expected that the person will provide support to the Executive Committee, the Education Sub-Committee, the Membership Sub-Committee and Professional Development & Training Sub-Committee and to take up any ad-hoc project assigned by the Executive Committee.

Job Description and Responsibilities

- To supervise and maintain the daily operation of the Secretariat office.
- To supervise, develop and implement the Trust Training Certificate (TTC) course including course materials, promotion and budgeting.
- To liaise with Hong Kong Securities and Investment Institute (HKSI) regarding the TTC course implementation, appointment of instructors, financial reporting, examination review and result release as well as other necessary logistics.
- To coordinate the TTC examination review with the Examination Panel and instructors.
- To follow up the TTC graduates on their CTP applications.
- To plan and implement the promotion of the Certified Trust Practitioners (CTP), Experienced Practitioner Exemption (EPE) and corporate / individual membership.
- To support and advice policies for sub-committees (Education, Membership as well as Professional Development & Training) including the monthly report papers.
- To review and follow up of all documentation and application forms of corporate membership, individual membership and Certified Trust Practitioner ("CTP") Accreditation Program.
- To supervise the renewal of corporate membership, individual membership and Certified Trust Practitioners on annual basis.

- To coordinate with speakers and relevant professional bodies for the delivery of professional development seminars/webinars.
- To supervise and coordinate the IT revamp and database project, including the liaison with the Technology Voucher Programme (TVP).
- To handle the monthly Mandatory Provident Fund (MPF) reporting.
- To handle the annual report of staff salary to the Inland Revenue Department (IRD)
- To supervise one Administration Officer.
- To take up ad-hoc project designated by the Executive Committee

Requirements

- University graduate with at least 10 years relevant working experience in committee work and education.
- Having basic knowledge on trust or trust administration would be an advantage.
- Excellent communication skills in both spoken and written English / Cantonese, and Mandarin is a plus.
- Be able to work independently with minimal supervision, take ownership and follow through on tasks.
- Strong organisational and time management skills