Manager, Quality Assurance

Responsibilities:

- Oversee the implementation and compliance of the Academy's Quality Assurance (QA) System. This includes supervising the QA system of the Cadet Pilot Programme and conducting inspections and audits to ensure compliance of the CAD509(A) requirements

- Analyse course data, prepare management reports, and propose continuous improvement strategies

- Review quality assurance and enhancement matters, and offer necessary advice to senior management

- Liaise with relevant parties in accreditation and registration matters

- Provide secretariat support to Academy Board and other senior management meetings

- Assist on administrative tasks or any other tasks as assigned by supervisors, e.g. ESG initiatives, personal data privacy, permit control plan

- Perform other ad hoc projects as required

Requirements:

- Degree holder

- Attended Professional Training Workshop in Quality Assurance by HKCAAVQ

- Minimum of 10 years relevant experience in academic institution with minimum of 3 years in supervisory level and in accreditation process under the Hong Kong Qualifications Framework (HKQF) is preferred

- With aviation experience will be an advantage (but not a must)

- Proficiency in MS Office applications, with knowledge of MS Access and Power BI

- Detail minded and sensitive to figures

- Ability to work independently with minimal supervision

- Good command of written and spoken English and Chinese, including Mandarin