

The Insurance Authority (IA) is the independent statutory body whose principal function is to regulate and supervise the Hong Kong insurance industry to promote its stable development and to protect existing and potential policy holders.

We are looking for talents who share the same vision to join us!

IA now invites applications for the following position:

Associate Director, Corporate Services

Reporting to the Director of Corporate Services, the incumbent will support the pursuit of operational excellence across a broad spectrum of corporate functions, while upholding the highest standards of governance and compliance. He/she will support the Director to fulfill the following responsibilities:

Key Responsibilities

- Ensure sound financial planning, procurement practices, and budgetary control.
- Drive HR policies and strategic initiatives to attract, retain, reward and develop talents that can fulfill the corporate missions.
- Oversee IT development and implementation of measures to mitigate cybersecurity risks.
- Manage office accommodation, facilities, and ancillary services to support corporate needs.
- Oversee secretarial support for the IA Board and its functional committees as well as the Insurance Advisory Committee and render support for the liaison with industry bodies.
- Maintaining a robust corporate governance framework aligned with best practices and ensuring compliance with relevant ordinances, such as the Personal Data Privacy Ordinance, and coordination of response and follow-up action arising from the review by the Process Review Panel.

Requirements

- A bachelor's degree in Law, Accounting and Finance, Business Administration, or other related fields
- At least 15 years of relevant experience in the public sector or financial services industry will be preferred
- Substantial experience or relevant professional qualifications in managing finance, human resources, information technology or secretarial work
- Knowledge of insurance operations and/or supervision would be an advantage
- Proven resource management, people management, and leadership skills
- Excellent analytical, interpersonal, and communication skills

Remuneration Package

A competitive remuneration package commensurate with the successful candidate's experience and qualifications will be offered.

Application

Review of the applications received will start as soon as possible and continue until **November 4, 2025**, or when the post is filled. Interested applicants may send a letter of application quoting the reference number, together with a full resume stating current and expected salaries by clicking "[Apply](#)".

The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within IA. All applications will be handled in strict confidence and the information collected will only be used for recruitment purposes. All information on non-shortlisted applicants will be destroyed after 6 months from the close of applications.

