



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:

Senior Manager (Corporate Governance and Secretariat)

Reporting to the Associate Director, Corporate Services, the incumbent will assume the following:

Key Responsibilities

- Serve as the Secretary to the IA Board and the Industry Advisory Committees
- Lead the Corporate Governance and Secretariat and ensure its effective and efficient provision of secretariat support to the IA Board and its functional committees as well as the two Industry Advisory Committees
- Support the IA Board in promoting the highest standard of corporate governance in the IA
- Act as the coordinator for handling public complaints against the IA and its staff
- Act as the Data Privacy Officer and the Access to Information Officer of the IA
- Act as the key liaison in the IA for the Process Review Panel, Government, financial regulators and other public bodies to coordinate with different stakeholders
- Perform other duties as assigned by senior management

Requirements

- A bachelor's degree in Law, Business Administration, Accounting, Corporate Governance or related disciplines
- Minimum 10 years' relevant experience in corporate governance, secretariat work or policy formulation and coordination
- Professional qualifications in law, accounting or corporate governance would be an advantage
- Excellent analytical, leadership, interpersonal, co-ordination and communication skills
- Strong senior stakeholder engagement and problem-solving abilities
- Proficient in coordinating external and internal audits, managing compliance frameworks, and overseeing data privacy and access to information protocols in line with statutory requirements
- Excellent command of written and spoken English and Chinese
- Knowledge of insurance operations and processes would be an advantage

Remuneration Package

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

Application

Review of the applications will start as soon as possible and continue until **31 July 2026**, or until the post is filled. Interested applicants may send a letter of application quoting the reference number in the heading, 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 are unsuccessful. Applications may be considered for other suitable positions within the 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 application.

