

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:

## **Learning & Development Assistant Manager**

### **Job Highlights**

- To initiate and support implementing Organisational Development (OD) and Learning & Development (L&D) initiatives
- To be in charge of non-managerial training (e.g. Induction, Compliance Training and seminars arrangement) for IA
- To participate in other HR initiatives/projects

### **Key Responsibilities**

#### Program Development

- Design, deliver and evaluate the onboarding program to speed up new joiners to understand different aspects (i.e. culture, essential procedure, compliance, etc.) of IA and become familiar with IA as soon as possible
- In charge of Compliance related Training (i.e. anti-bribery, privacy ordinance) to ensure the raise of compliance awareness supported in a completed attendance record of the targeted participants
- Responsible for the arrangement of the external seminar invitation
- Work with user departments to design, deliver and evaluate Management Trainee Programs
- Support the Supervisors in executing the professional training programs defined in the annual training curriculum
- Act as the key coordinator for external and in-house guest speakers delivered seminars

#### Promotion & Utilisation of Learning Management System (LMS)

- Promote and utilise the LMS as a resource to fulfil different training needs within the organisation
- Conduct user training on the usage of LMS

#### Provide input on Training Policy

- Provide input and feedback in enhancing the policy and the training workflow

#### Others

- Act as the project in charge (PIC) or member of the assigned HR projects (e.g. HRIS implementation, PM cycle, L&D projects, Employee Relation initiatives, etc.)

## Requirements

- A bachelor's degree holder
- Minimum 5 years of experience working within training and development roles in large multinational organizations or professional/financial organisations
- Hands on experience in designing, delivering & evaluating professional technical and softskills training programs
- Experience in developing Management Trainee programs and culture-building employer branding would be an advantage
- Knowledge of effective learning and development methods
- Familiarity with a variety of multimedia training platforms and Learning Management Systems (LMS) preferred
- Knowledge of financial/insurance industry is preferred
- Excellent communication and interpersonal skills
- Strong presentation, facilitation and analytical skills
- Good prioritization and multi-tasking skills
- Instructional program design skills
- Training program facilitation and delivery skills
- Excellent command of spoken and written English and Chinese
- Passionate about developing people and supporting others to success
- Approachable, proactive, strong sense of ownership and a good team player
- Open-minded, willing to challenge the status quo and offer suggestions, willing to learn and gain new exposure
- Proficient in MS Office

## 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 the post is filled. Interested applicants may send a letter of application quoting the reference number and the post applying for in the heading, together with a full resume stating public examination results, current and expected salaries by clicking "[Apply Now](#)".

*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.*

